ST SCIENCE INFORMATION DIVISION

User Guide

For

Fisheries Independent Survey System Survey Inventory (FINSS-SI)

National Marine Fisheries Service
Office of Science and Technology
Science Information Division

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1. Introduction

The purpose of the Fishery-Independent Surveys System (FINSS) is to 1) support the mission of the Fisheries and the Office of Science and Technology, 2) present the NMFS survey information to users, and 3) empower effective discovery, access and use of NMFS survey information. FINSS is a web based application designed to support the planning and budgeting processes, and to provide abilities to answer questions through web queries. Survey Inventory (SI) is one of the major components of FINSS that will initially provide survey data that were collected during the past few years before the current year. The Inventory will be updated at least once a year to keep the data up to date.

The Objectives of this system are:

- Develop a Survey Inventory that shows the history and breadth of NMFS fishery-independent observations across regions;
- Serve up trusted fishery-independent survey information and enable NMFS customers to easily find the information on the web with visualization;
- Respond to data calls and planning/budgeting scenarios;
- Establish definitions and standards for fishery-independent metadata repository;
- Develop policies and procedures for fishery-independent metadata collection, maintenance, updating and reporting in the national level system.

The FINSS product includes user interface and reporting capability for users to search and query the database. FINSS is sponsored by NMFS Office of Science and Technology (ST) Assessment and Monitoring Division, developed by the ST Science Information Division, and supported/contributed by the six NMFS Science Centers.

1.1. Document Purpose

This is the User Guide for version 1.0 of the FINSS-Survey Inventory (SI) system.

The purpose of this document is to provide information to the users of the FINSS-SI system on how to manage information contained in the system. It also provides detailed guidance, including text instructions and screenshots, for FINSS-SI Science Center users performing data entry, data retrieval, data analysis and report generation functions.

1.2. Contact Information

If any technical assistance is required in operating the FINSS-SI system, please contact the FINSS Administrator at NOAA Fisheries' (NMFS) Office of Science and Technology by email at inventory.help@noaa.gov . The email will be responded to within 24 hours.

The FINSS-SI system has a number of pre-defined menu lists which require an approval process prior to modification. Some of the key survey items requiring approval include the following:

- Adding or modifying survey names
- Adding or modifying species names (ESA, MMPA, FSSI lists)
- Adding or modifying funding sources
- Modification to primary or secondary purpose lists

Contact regarding any of the above actions should be initiated with an email to the FINSS Administrator (inventory.help@noaa.gov) as the first step. The System Administrator will bring up specific issues to the Change Control Board (CCB) when necessary.

2. System Access

The FINSS-SI system login page is accessible online by any computer with an Internet connection and a supported web browser (see System Requirements for a list of supported browsers). Login privileges and access rights within the FINSS-SI system are granted by the FINSS-SI administrator.

2.1. System Requirements

In order to use the FINSS-SI system, your computer must conform to the following requirements.

- Microsoft Internet Explorer 6.0+ or Mozilla Firefox 3.5+ installed
- JavaScript Enabled
- Minimum Screen Resolution 800x600
- Pop-ups allowed in browser for this application

2.2. System Login

The FINSS-SI system is accessible at:
https://www.st.nmfs.noaa.gov/findows/finss/si/siMain.jsp

This will open the following screen shown in Figure 1:

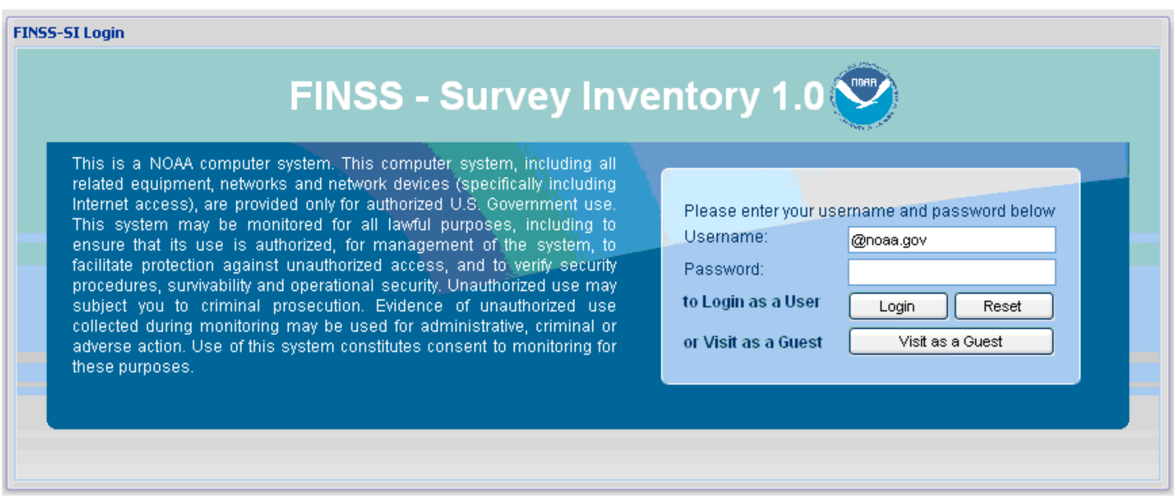


Figure 1 - Login Screen

FINSS-SI system users should use their NOAA email username and password to log in. The format for username is {firstname.lastname@noaa.gov} (e.g. Joe.Smith@noaa.gov).

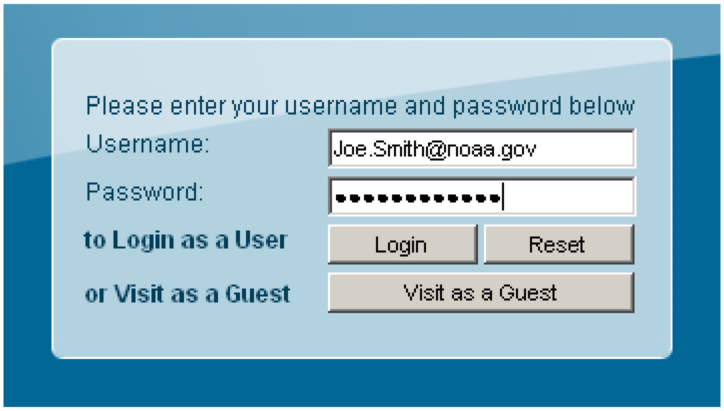


Figure 2 - User Login

2.3. User Access Privileges

FINSS-SI system users fall in the following roles:

- Science Center User:
  - allowed to add/modify/delete FINSS-SI records for the Science Center that the user is associated with
  - allowed to view FINSS-SI records submitted by other science centers
  - allowed to create reports for all the Science Centers

- Headquarters Admin:
  - allowed to view/add/modify/delete any FINSS-SI data records after verifying/consulting with the Science Center User
  - allowed to create reports for all the Science Centers

If you do not have a login account, you may visit as a Guest. This allows you to view Survey Inventory records as read-only data.

3. System Characteristics

The FINSS-SI system has several features available to users in accomplishing their tasks. Features include: confirmation messages, tab menus and customizable search results.

3.1. Confirmation Messages

Whenever a user performs an action such as saving a new record, updating an existing record, or deleting an existing record, the user will be prompted to confirm the action.

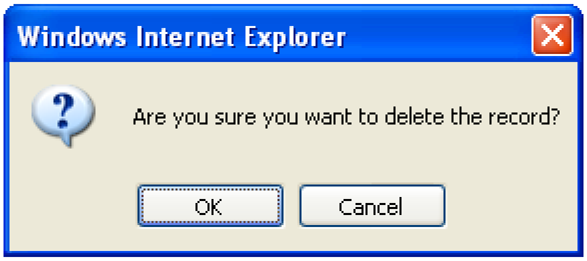


Figure 3 - User Prompt

Once the user confirms the action and the action has been completed, the user will receive a notification message indicating that the task has been completed.

Figure 4 - Notification Message

3.2. Tab menus

The tab menus allow users to easily navigate between the system modules for Survey Inventory Records and Survey Inventory Reports. Also, after selecting a survey, the user may view data under the Survey, Cruise, and Station tabs.

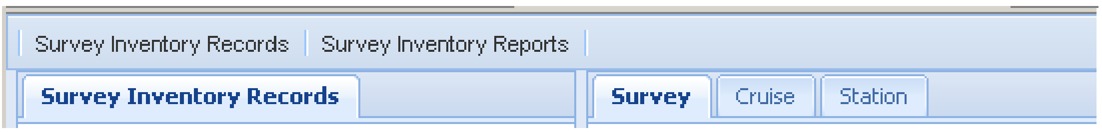


Figure 5 - Tab Menu

3.3. Screen Layout

The FINSS-SI system screen is divided into two frames. On the left side is the Search and Report frame. On the right side is the frame for View/Edit Survey, Cruise, and Station parameters.

To change the width of the left or right frames, drag the border bar between the left frame and the right frame.

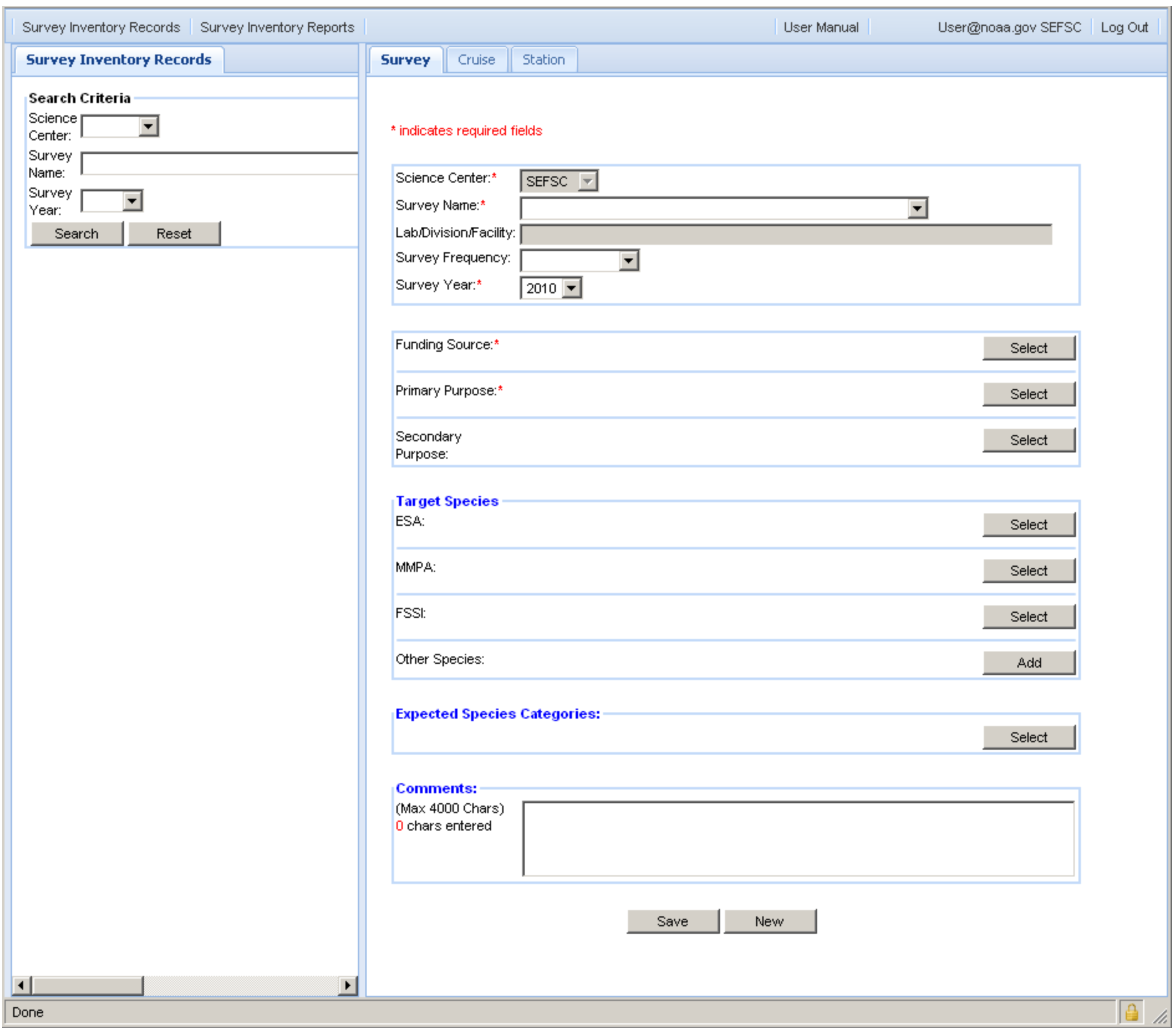


Figure 6 - Screen Layout

3.4. Checkbox Selection Menu

The FINSS-SI user interface has a user friendly feature for selecting possible options from a menu. When the 'Select' button is picked, a 'Checkbox Selection Grid' is displayed listing the menu options. An example of this is illustrated in Figure 7 for Expected Species Categories, where there is one item already selected.

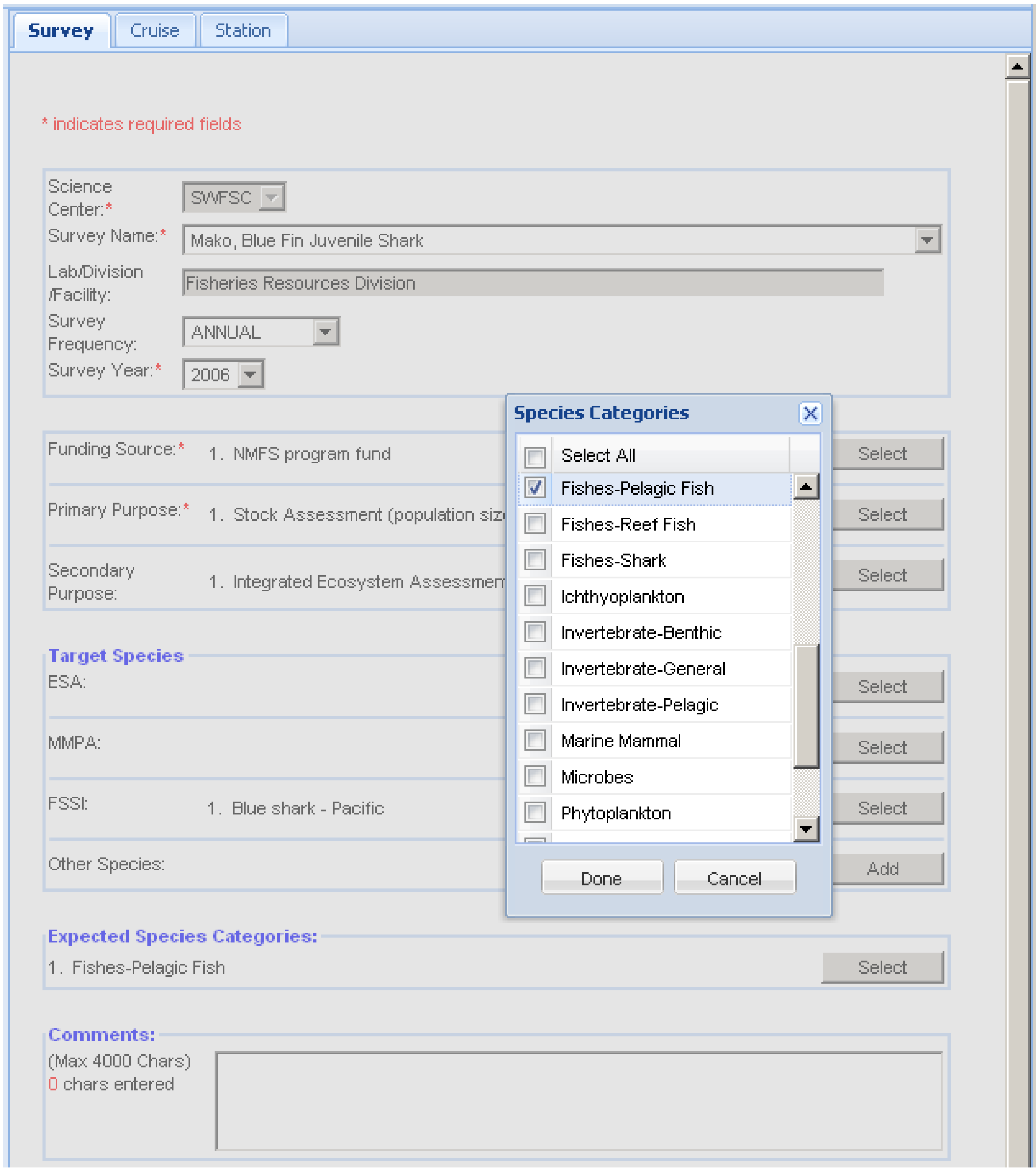


Figure 7 - Checkbox Selection Menu

As a further example, Figure 8 shows the case where multiple items have been set. There is also the capability to sort menu options in ascending or descending order.

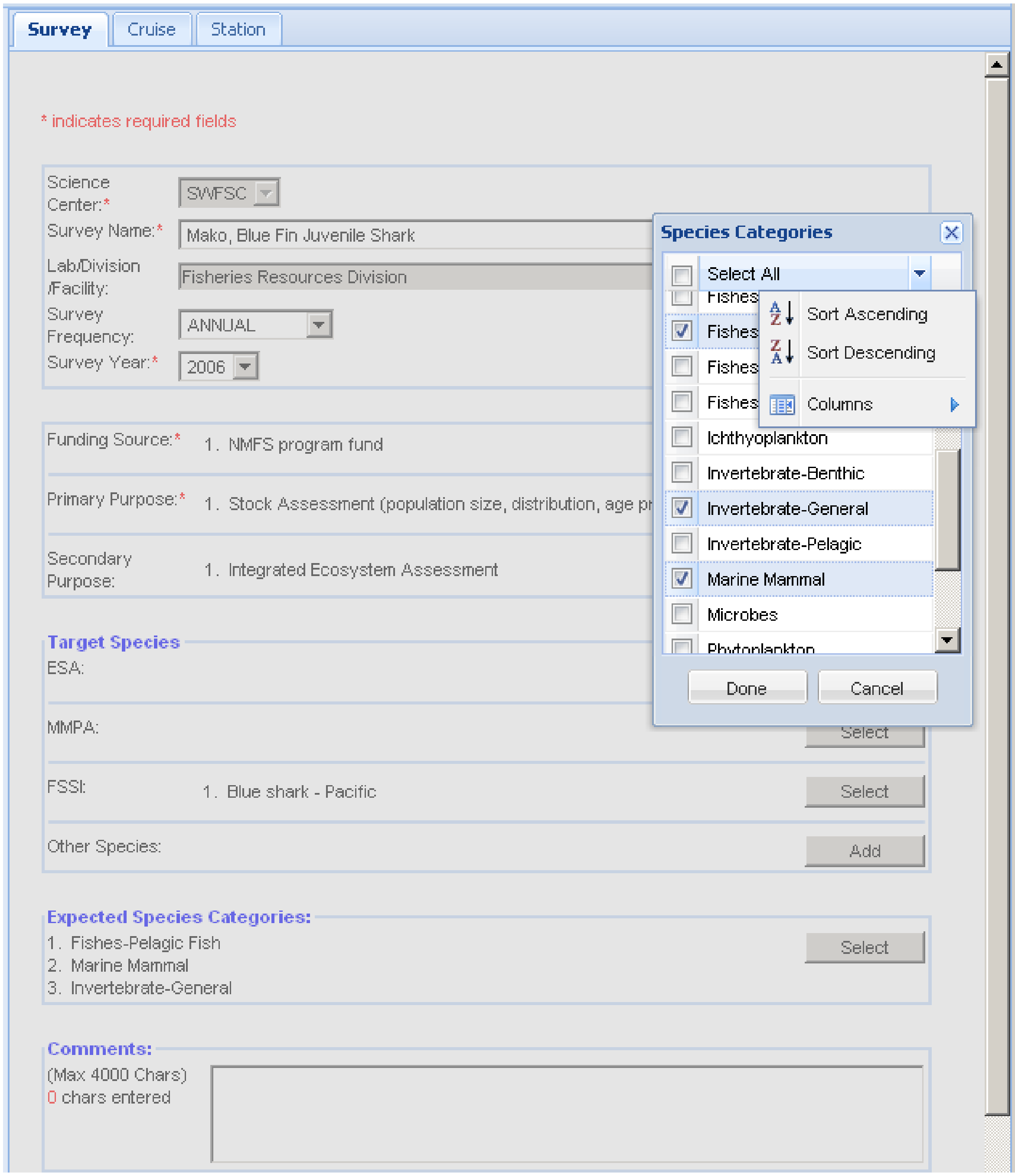


Figure 8 - Checkbox Selection Menu with Sort Option

4. Search Records

To search existing records, follow the steps listed below

- Enter Search Criteria
  - Science Center
  - Survey Name
  - Survey Year
- Click on the "Search" button

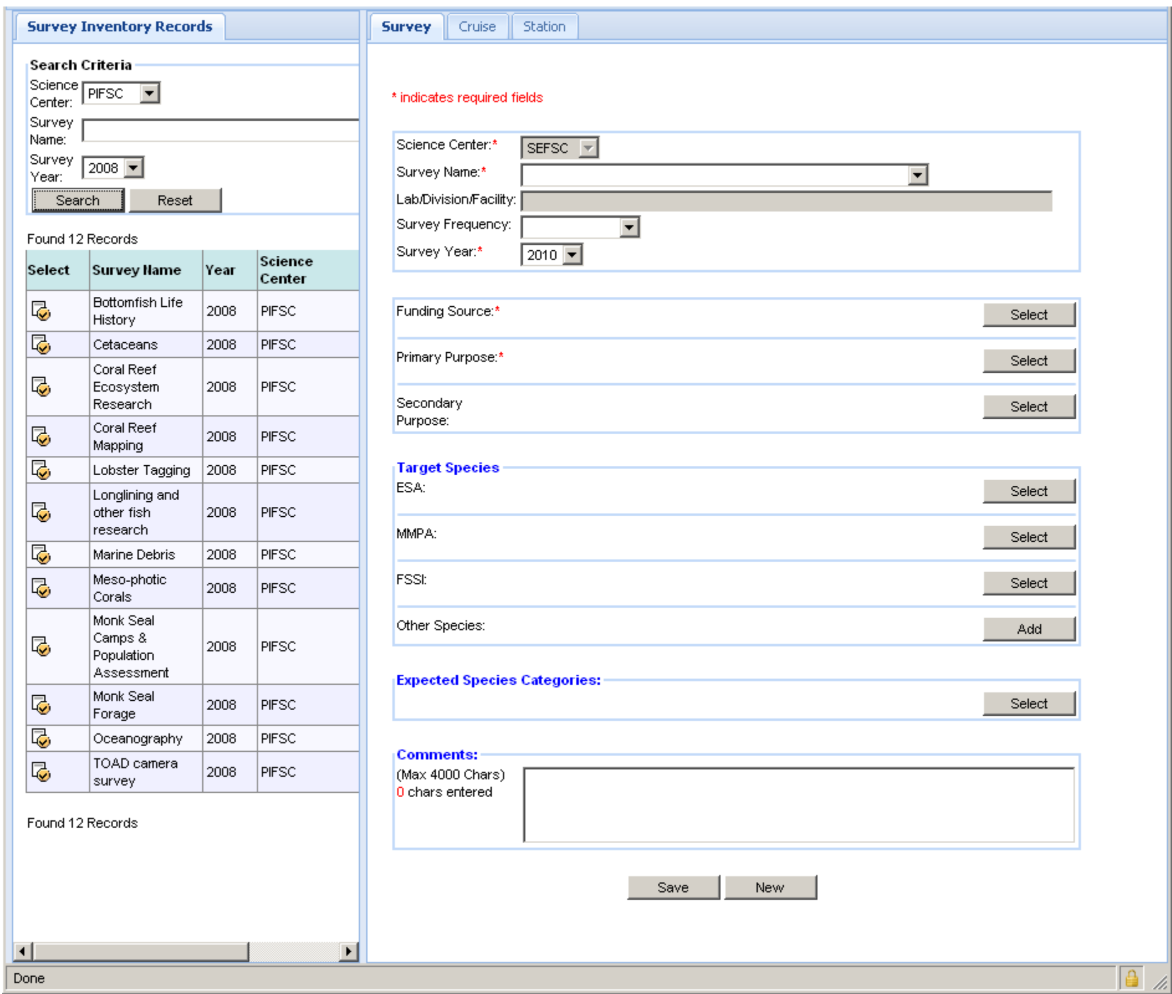


Figure 9 - Search Criteria and Search Results

4.1. Customizable Search Results

The FINSS-SI system displays search results in a customizable, tabular format. Search results can be manipulated in the following ways:

- Select a Record
  Click on the select icon () in the first column of a search results row and that record will be displayed in the edit frame to view/edit.

- Sort by Column
  Click and release on a column header to sort the search results by that data column (alternatively in ascending and descending order). Figure 10 shows the results of a sort operation.

- Change Order of Columns
  "Drag and drop" columns to reorder them by clicking on a column header, holding the mouse button until the column divider turns red, dragging the column to the new location and releasing the mouse button to drop the column into the new position.

- Change Widths of Columns
  Move your mouse pointer over the borderline between two column headers until the pointer becomes a double-ended arrow, then "drag" the borderline to the left or to the right to change the width of the column.

Select	Survey Name	Year	Science Center
	TOAD camera survey	2008	PIFSC
	Oceanography	2008	PIFSC
	Monk Seal Forage	2008	PIFSC
	Monk Seal Camps & Population Assessment	2008	PIFSC
	Meso-photic Corals	2008	PIFSC
	Marine Debris	2008	PIFSC
	Longlining and other fish research	2008	PIFSC
	Lobster Tagging	2008	PIFSC
	Coral Reef Mapping	2008	PIFSC
	Coral Reef Ecosystem Research	2008	PIFSC
	Cetaceans	2008	PIFSC
	Bottomfish Life History	2008	PIFSC

Figure 10 - Customizable Search Results Screen

5. View Records

Users can view record data under the Survey, Cruise, and Station tabs.

5.1. View Survey Data

To view existing records, follow the steps listed below:

- Perform a search
- Select a record from the search results by clicking the edit icon ( ) in the first column
- View the selected record under the "Survey" tab in the frame to the right

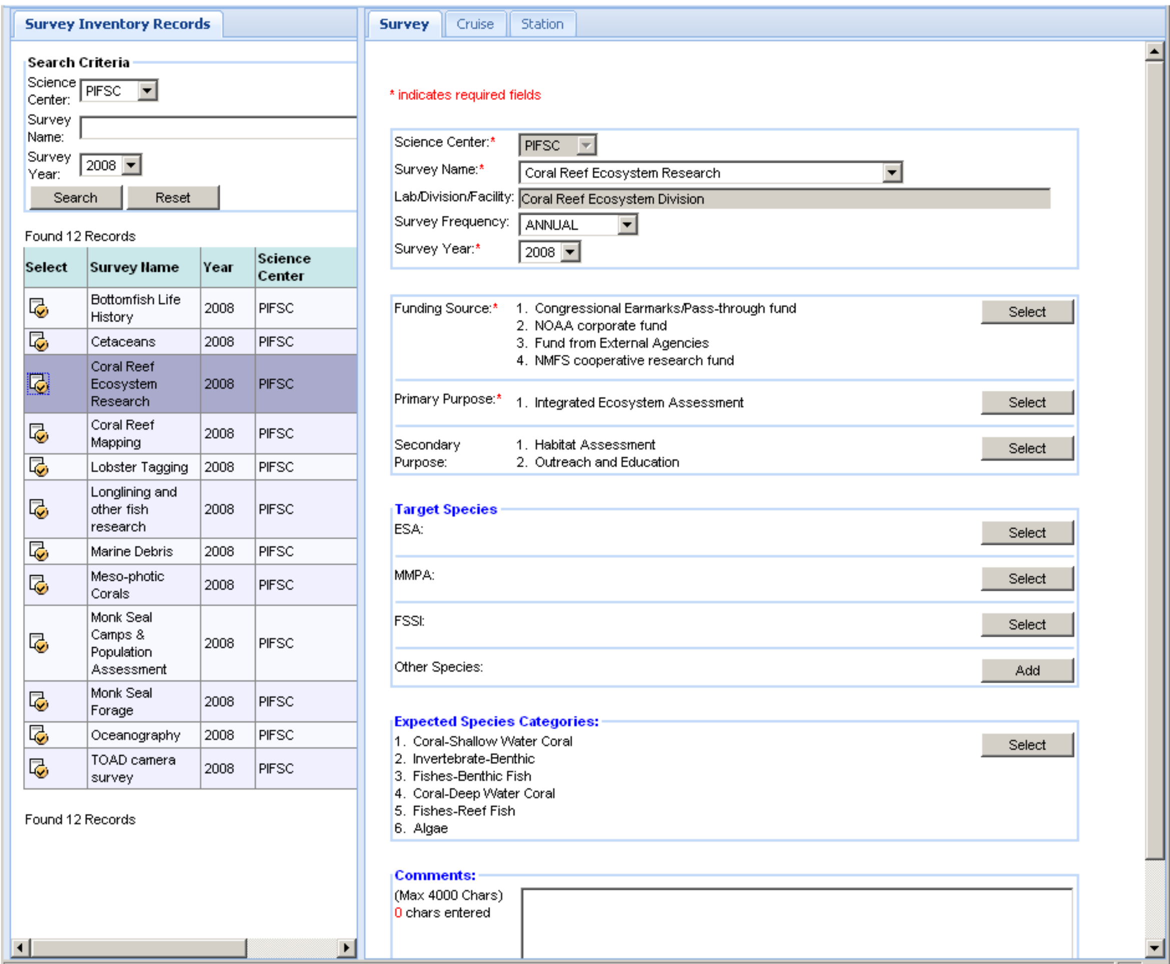


Figure 11 - Data Record Displayed under Survey Tab

5.2. View Cruise Data

To view existing records under the Cruise Tab:

- Assumption: Search has already been performed and a record has been selected
- Select the "Cruise" tab to view Cruise data in the frame to the right

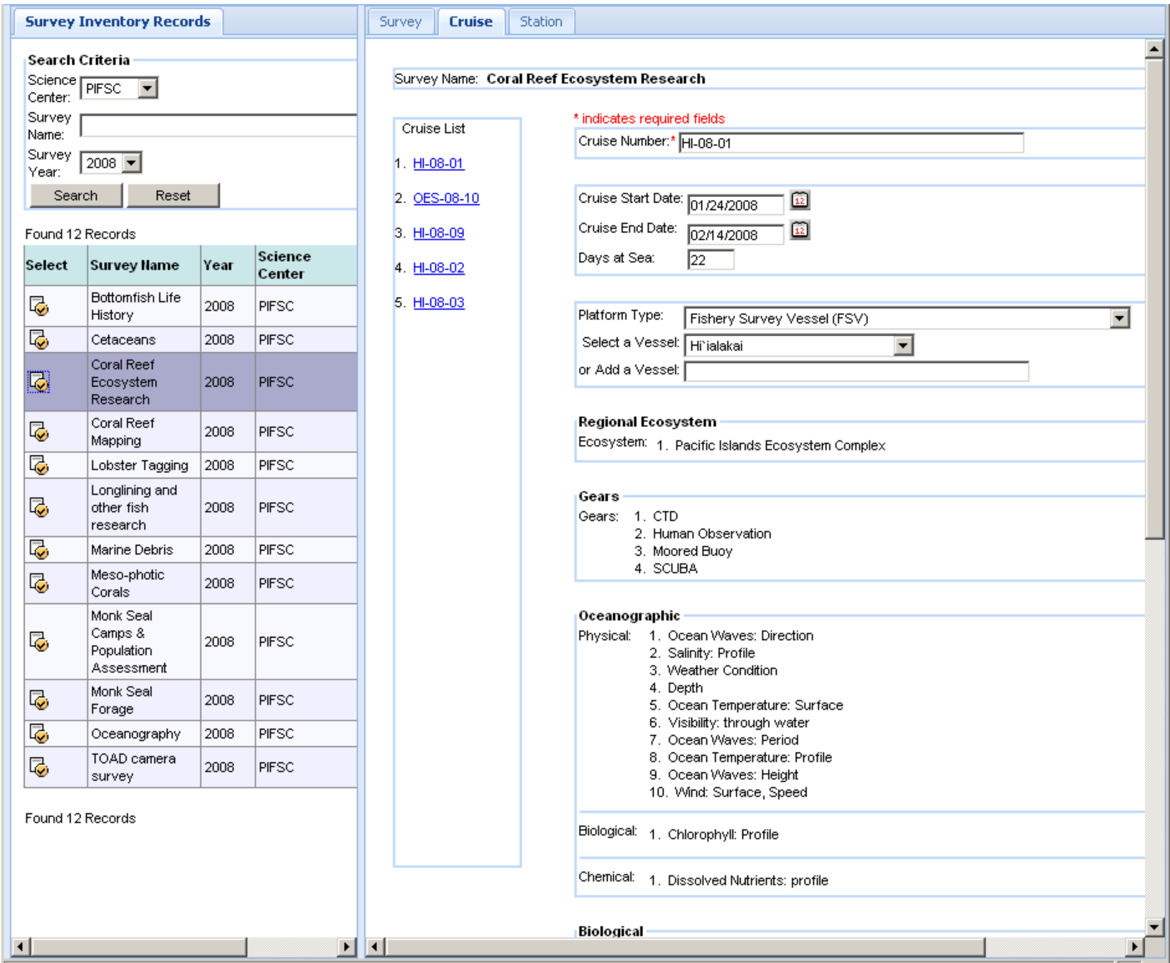


Figure 12 - Data Record Displayed under Cruise Tab

5.3. View Station Data

To view existing records under the Station Tab:

- Assumption: Search has already been performed and a record has been selected
- Select the "Station" tab to view Station data in the frame to the right

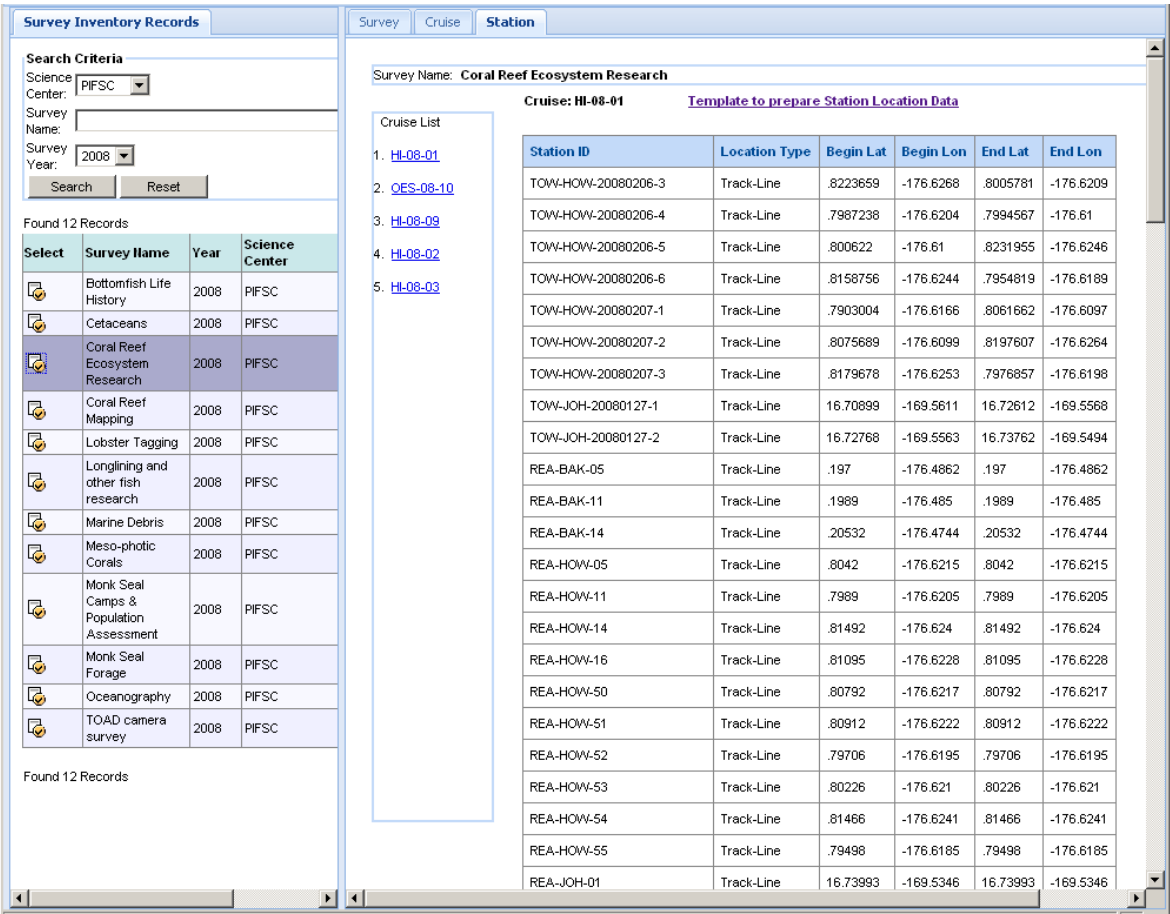


Figure 13 - Data Record Displayed under Station Tab

6. Survey Reports

To generate survey reports, first set up the Report Criteria by selecting parameters for:

- Survey Year
- Science Center
- Survey Name
- Funding Source
- Purpose

A sample setup (SEFSC 2007) is shown in Figure 14.

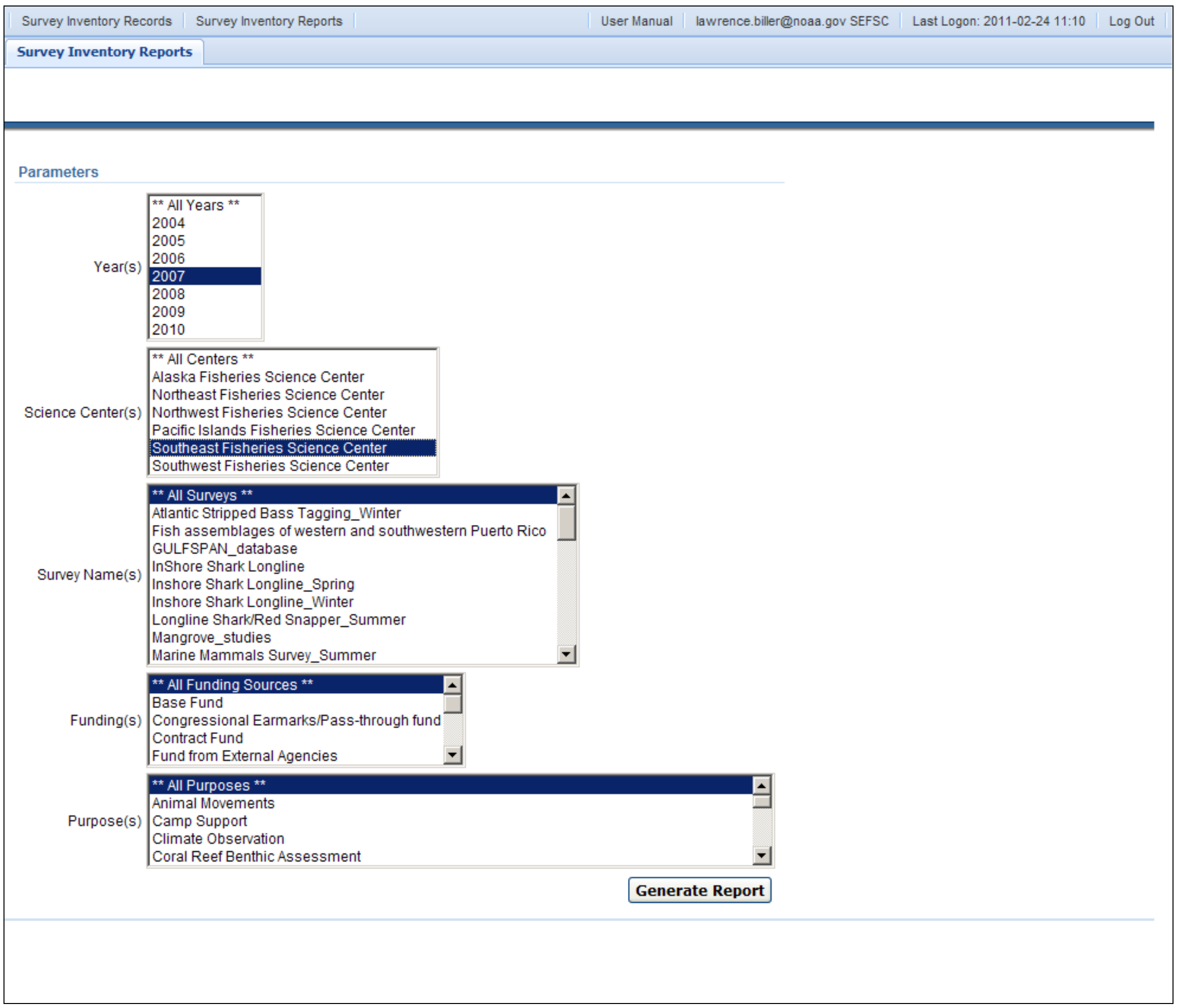
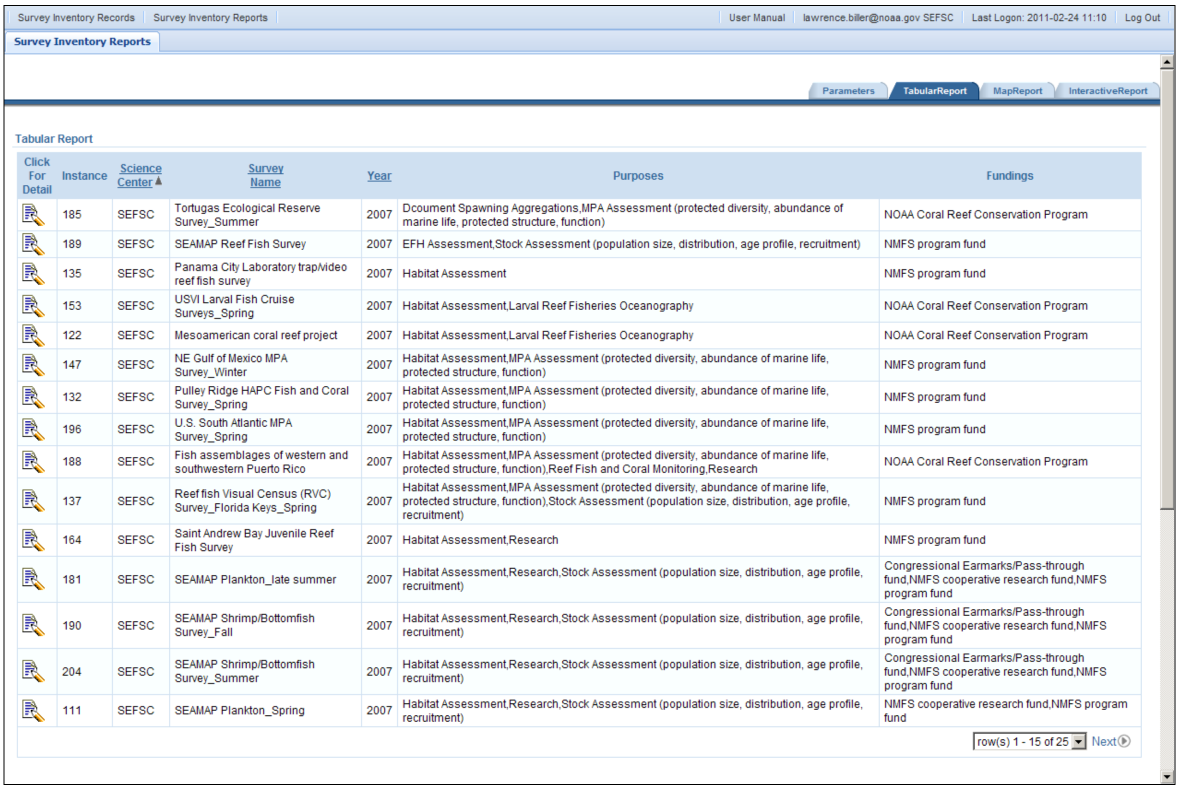


Figure 14 - Setup for Survey Report

6.1. Tabular Report

To produce a tabular report, select the "Generate Report" button. This will create the sample report shown in Figure 15.


Survey Inventory Records | Survey Inventory Reports | User Manual | lawrence.biller@noaa.gov SEFSC | Last Logon: 2011-02-24 11:10 | Log Out

Survey Inventory Reports

Parameters | TabularReport | MapReport | InteractiveReport

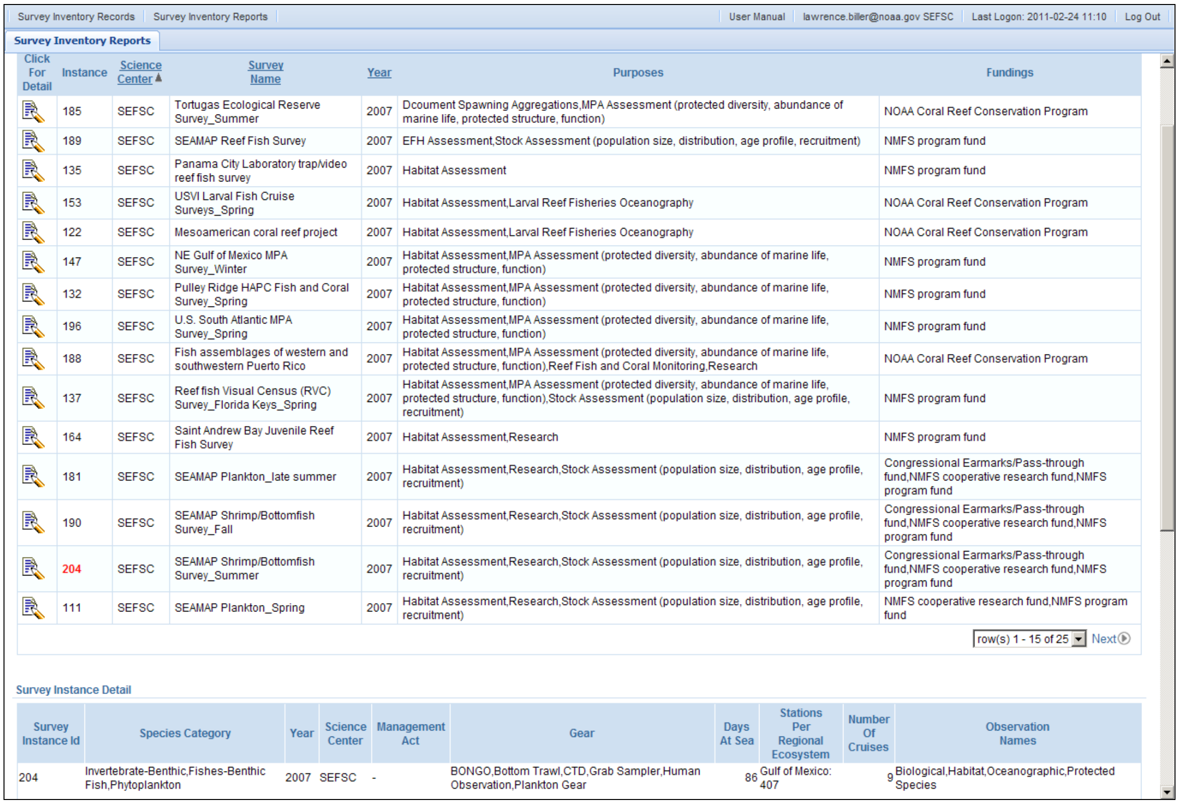
Tabular Report

Click For Detail	Instance	Science Center	Survey Name	Year	Purposes	Fundings
	185	SEFSC	Tortugas Ecological Reserve Survey_Summer	2007	Dcoument Spawning Aggregations,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NOAA Coral Reef Conservation Program
	189	SEFSC	SEAMAP Reef Fish Survey	2007	EFH Assessment,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund
	135	SEFSC	Panama City Laboratory trap/video reef fish survey	2007	Habitat Assessment	NMFS program fund
	153	SEFSC	USVI Larval Fish Cruise Surveys_Spring	2007	Habitat Assessment,Larval Reef Fisheries Oceanography	NOAA Coral Reef Conservation Program
	122	SEFSC	Mesoamerican coral reef project	2007	Habitat Assessment,Larval Reef Fisheries Oceanography	NOAA Coral Reef Conservation Program
	147	SEFSC	NE Gulf of Mexico MPA Survey_Winter	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NMFS program fund
	132	SEFSC	Pulley Ridge HAPC Fish and Coral Survey_Spring	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NMFS program fund
	196	SEFSC	U.S. South Atlantic MPA Survey_Spring	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NMFS program fund
	188	SEFSC	Fish assemblages of western and southwestern Puerto Rico	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function),Reef Fish and Coral Monitoring,Research	NOAA Coral Reef Conservation Program
	137	SEFSC	Reef fish Visual Census (RVC) Survey_Florida Keys_Spring	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function),Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund
	164	SEFSC	Saint Andrew Bay Juvenile Reef Fish Survey	2007	Habitat Assessment,Research	NMFS program fund
	181	SEFSC	SEAMAP Plankton_late summer	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	Congressional Earmarks/Pass-through fund,NMFS cooperative research fund,NMFS program fund
	190	SEFSC	SEAMAP Shrimp/Bottomfish Survey_Fall	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	Congressional Earmarks/Pass-through fund,NMFS cooperative research fund,NMFS program fund
	204	SEFSC	SEAMAP Shrimp/Bottomfish Survey_Summer	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	Congressional Earmarks/Pass-through fund,NMFS cooperative research fund,NMFS program fund
	111	SEFSC	SEAMAP Plankton_Spring	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS cooperative research fund,NMFS program fund

row(s) 1 - 15 of 25 Next

Figure 15 - Sample Tabular Report

To produce the Survey Instance Detail information for a particular instance, pick the icon in the left column next to the instance number. An example for Instance 204 is shown in Figure 16.



Survey Inventory Records | Survey Inventory Reports | User Manual | lawrence.biller@noaa.gov SEFSC | Last Logon: 2011-02-24 11:10 | Log Out

Survey Inventory Reports

Click For Detail	Instance	Science Center	Survey Name	Year	Purposes	Fundings
	185	SEFSC	Tortugas Ecological Reserve Survey_Summer	2007	Dcoument Spawning Aggregations,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NOAA Coral Reef Conservation Program
	189	SEFSC	SEAMAP Reef Fish Survey	2007	EFH Assessment,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund
	135	SEFSC	Panama City Laboratory trap/video reef fish survey	2007	Habitat Assessment	NMFS program fund
	153	SEFSC	USVI Larval Fish Cruise Surveys_Spring	2007	Habitat Assessment,Larval Reef Fisheries Oceanography	NOAA Coral Reef Conservation Program
	122	SEFSC	Mesoamerican coral reef project	2007	Habitat Assessment,Larval Reef Fisheries Oceanography	NOAA Coral Reef Conservation Program
	147	SEFSC	NE Gulf of Mexico MPA Survey_Winter	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NMFS program fund
	132	SEFSC	Pulley Ridge HAPC Fish and Coral Survey_Spring	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NMFS program fund
	196	SEFSC	U.S. South Atlantic MPA Survey_Spring	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function)	NMFS program fund
	188	SEFSC	Fish assemblages of western and southwestern Puerto Rico	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function),Reef Fish and Coral Monitoring,Research	NOAA Coral Reef Conservation Program
	137	SEFSC	Reef fish Visual Census (RVC) Survey_Florida Keys_Spring	2007	Habitat Assessment,MPA Assessment (protected diversity, abundance of marine life, protected structure, function),Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund
	164	SEFSC	Saint Andrew Bay Juvenile Reef Fish Survey	2007	Habitat Assessment,Research	NMFS program fund
	181	SEFSC	SEAMAP Plankton_late summer	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	Congressional Earmarks/Pass-through fund,NMFS cooperative research fund,NMFS program fund
	190	SEFSC	SEAMAP Shrimp/Bottomfish Survey_Fall	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	Congressional Earmarks/Pass-through fund,NMFS cooperative research fund,NMFS program fund
	204	SEFSC	SEAMAP Shrimp/Bottomfish Survey_Summer	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	Congressional Earmarks/Pass-through fund,NMFS cooperative research fund,NMFS program fund
	111	SEFSC	SEAMAP Plankton_Spring	2007	Habitat Assessment,Research,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS cooperative research fund,NMFS program fund

row(s) 1 - 15 of 25 Next

Survey Instance Detail

Survey Instance Id	Species Category	Year	Science Center	Management Act	Gear	Days At Sea	Stations Per Regional Ecosystem	Number Of Cruises	Observation Names
204	Invertebrate-Benthic,Fishes-Benthic Fish,Phytoplankton	2007	SEFSC	-	BONGO,Bottom Trawl,CTD,Grab Sampler,Human Observation,Plankton Gear	86	Gulf of Mexico: 407	9	Biological,Habitat,Oceanographic,Protected Species

Figure 16 - Survey Instance Detail

6.2. Map Report

To produce a map, select the 'Map Report' Tab on 'Tabular Report' page. This will create the Map Report from the supplied survey criteria (SEFSC 2007 in this example) shown in Figure 17.

There are multiple component overlays for this map. One is the Exclusive Economic Zone (EEZ) with an outline indicated for the region. Another component is the "heat map" display, which shows the observation density for the currently selected stations, calculated for a grid with a cell size of ¼ degree. These cells are color-coded using a range of colors indicated by the scale in the right panel, where the "temperature" is proportional to density.

The EEZ may be toggled on/off by checking or unchecking the box next to 'US EEZ'. Similarly, the heat map may be toggled by checking or unchecking the box for 'Survey stations within selected area'.

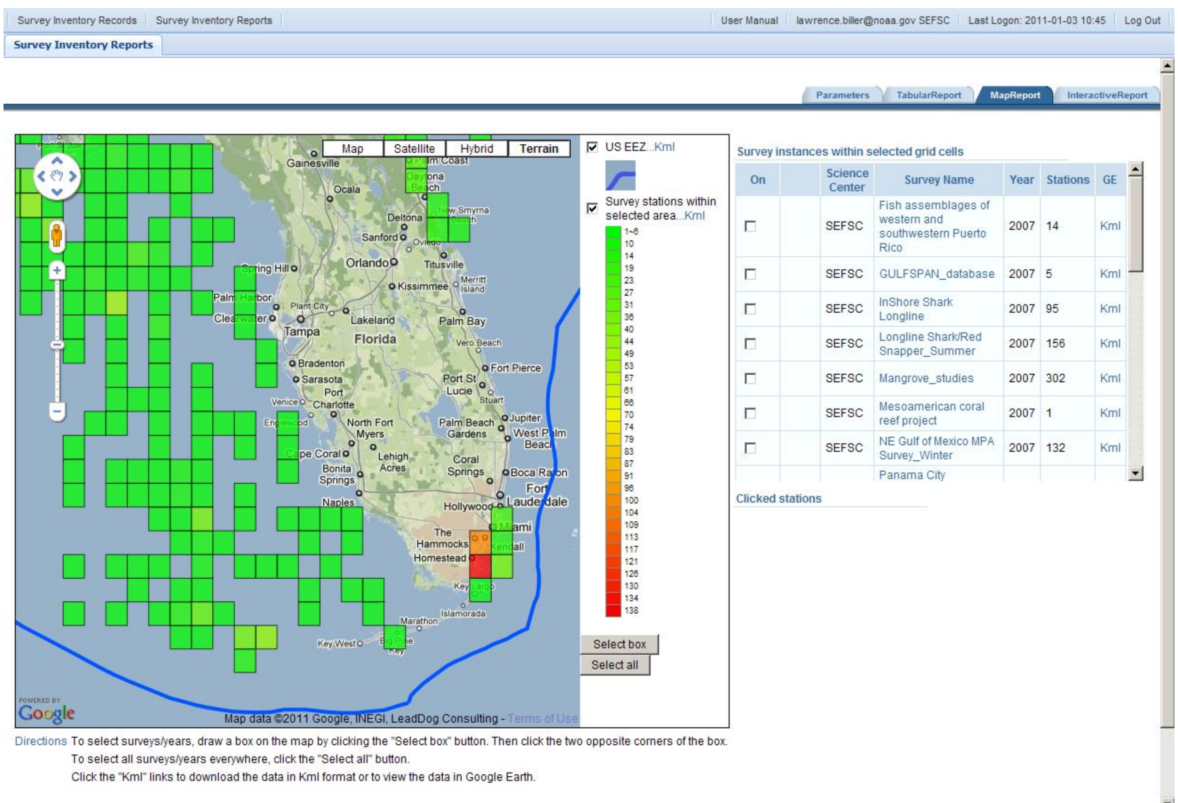


Figure 17 - Sample Map Report

To drill down for additional detailed station information, you may define an area of interest by drawing a box on the map. Only those surveys/stations within the box will be available as layers. If you want to return all survey instances that match your parameters, click the 'Select All' button.

The steps for creating a Select Box are:

- Click the 'Select box' button
- Click one corner of the box
- Click on the opposite corner of the desired box

An example is shown in Figure 18 where the first corner has been selected and a marker has been displayed on the map.

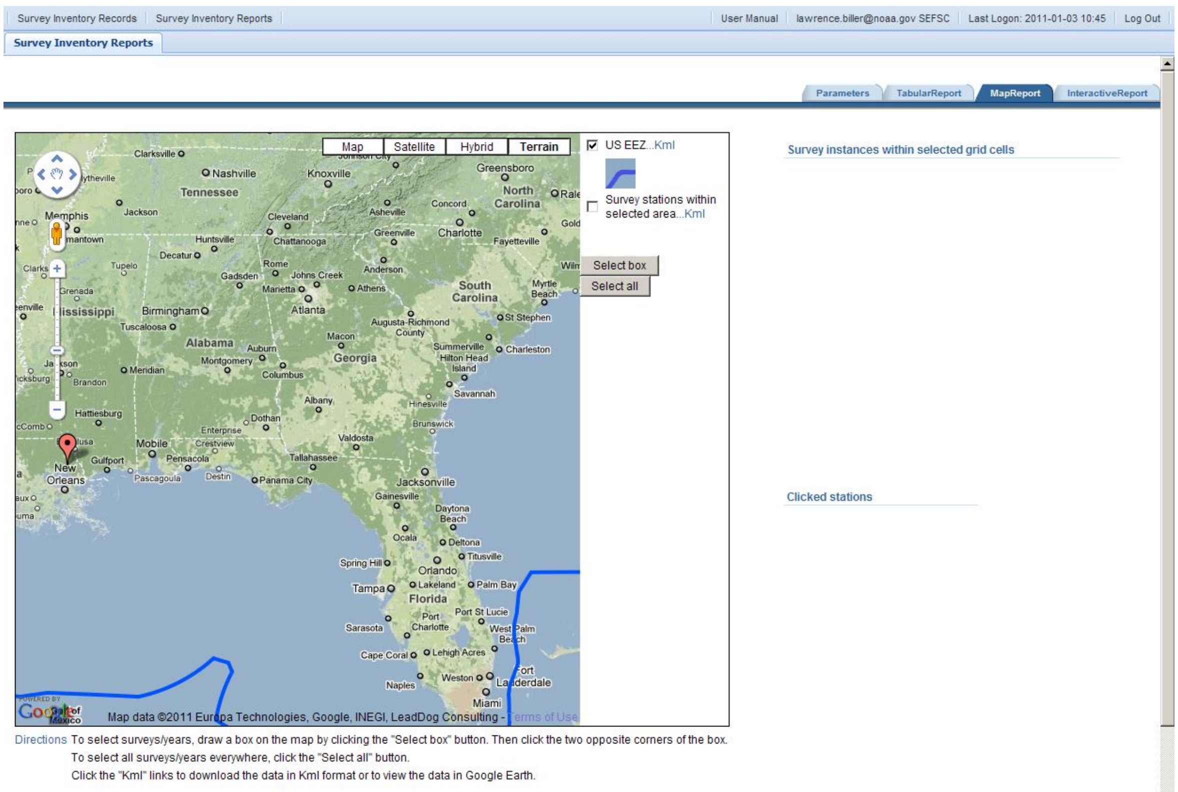


Figure 18 – Map: Setup for Select Box

After the second corner has been selected, the Select Box will be created as illustrated in the example shown in Figure 19. A table for the 'Survey instances within selected grid cells' is also displayed in the right panel.

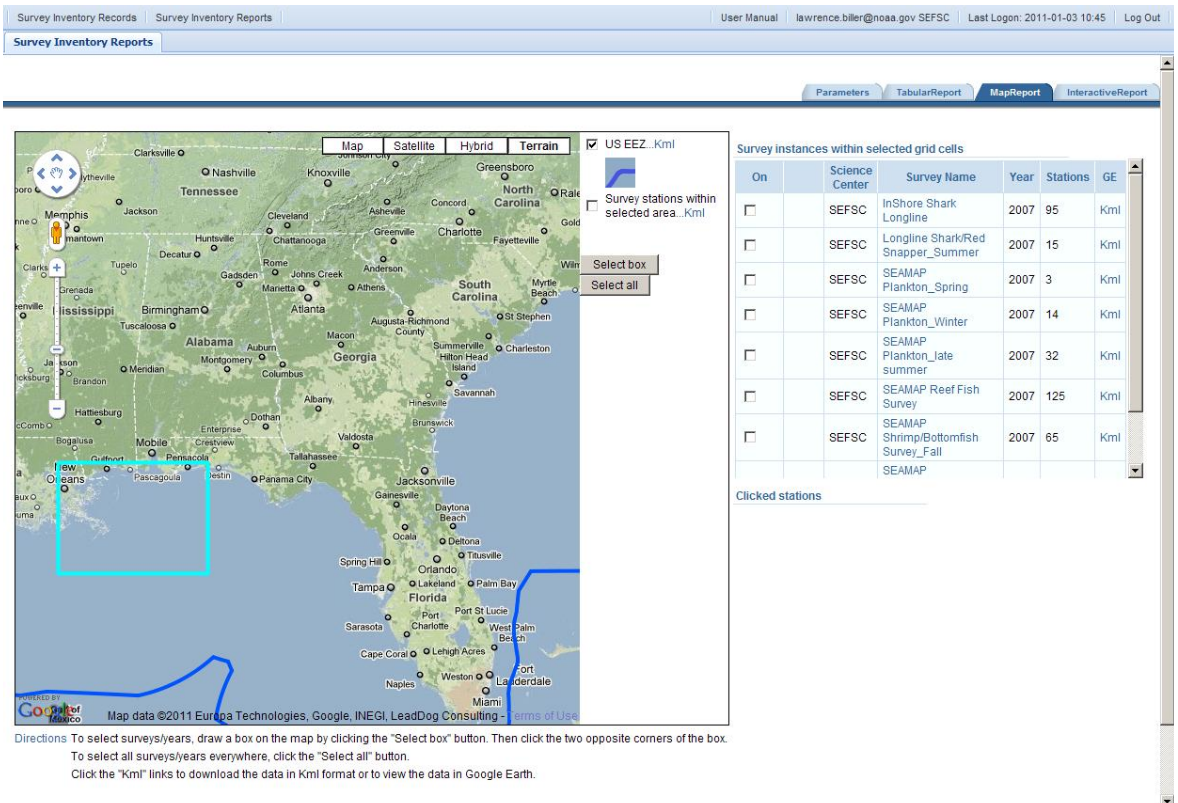


Figure 19 – Map: Select Box Defined

To turn on the stations for individual surveys/years (survey instances) pick on each check-box of interest under the 'On' column. Each survey instance that you turn on gets a different color as shown on the map and the corresponding table entry. You may display up to eight survey instances at one time. An example with four survey instances is shown in Figure 20.

To download the geospatial data for a survey instance in **Kml** format or to view the data in Google Earth, click on the '**Kml**' link for the survey instance.

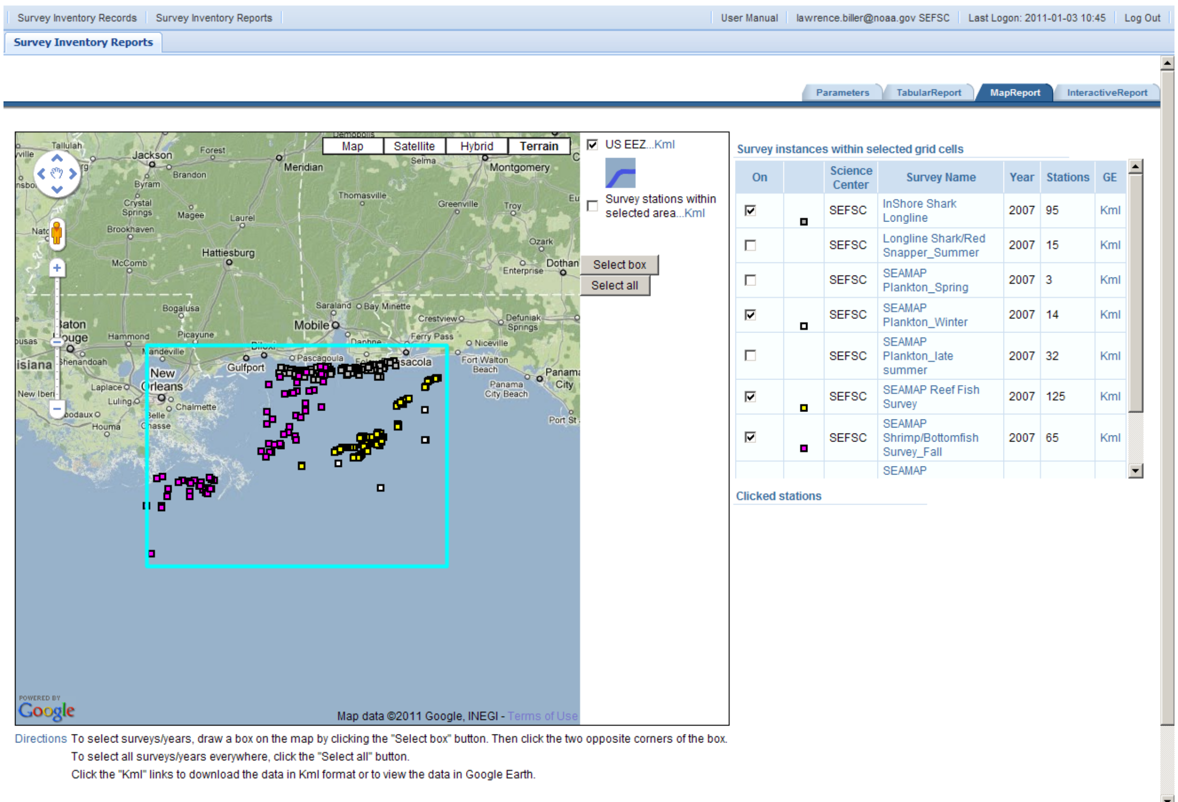


Figure 20 – Map: Survey Instances inside a Select Box

To show the Attributes of an individual station or stations, click on the station (or stations) on the map. The attributes of those stations will show up in the window on the right side of the screen and the selected stations will be highlighted on the map. If the station has a beginning and ending point (as in trawl), a black line will also be displayed connecting these two points. This feature helps users find out information about overlapping stations. An example for 'SEAMAP Reef Fish Survey' is illustrated in Figure 21.

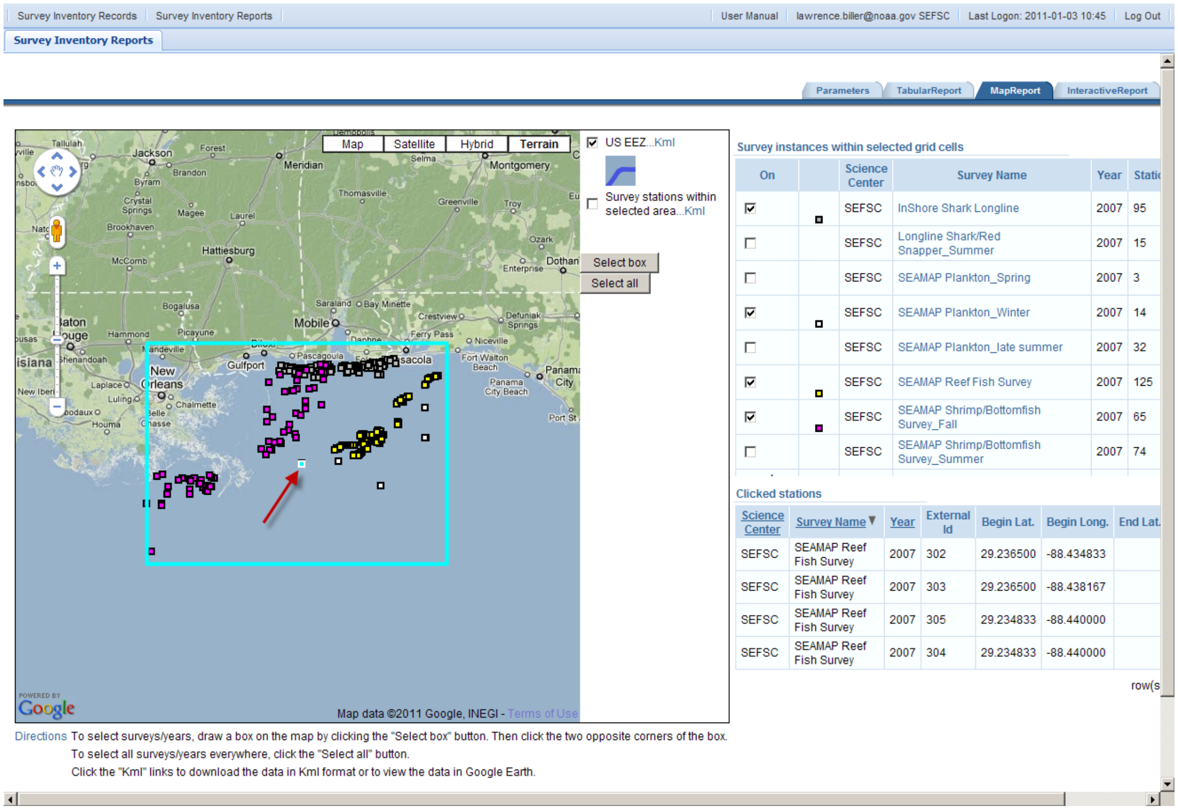
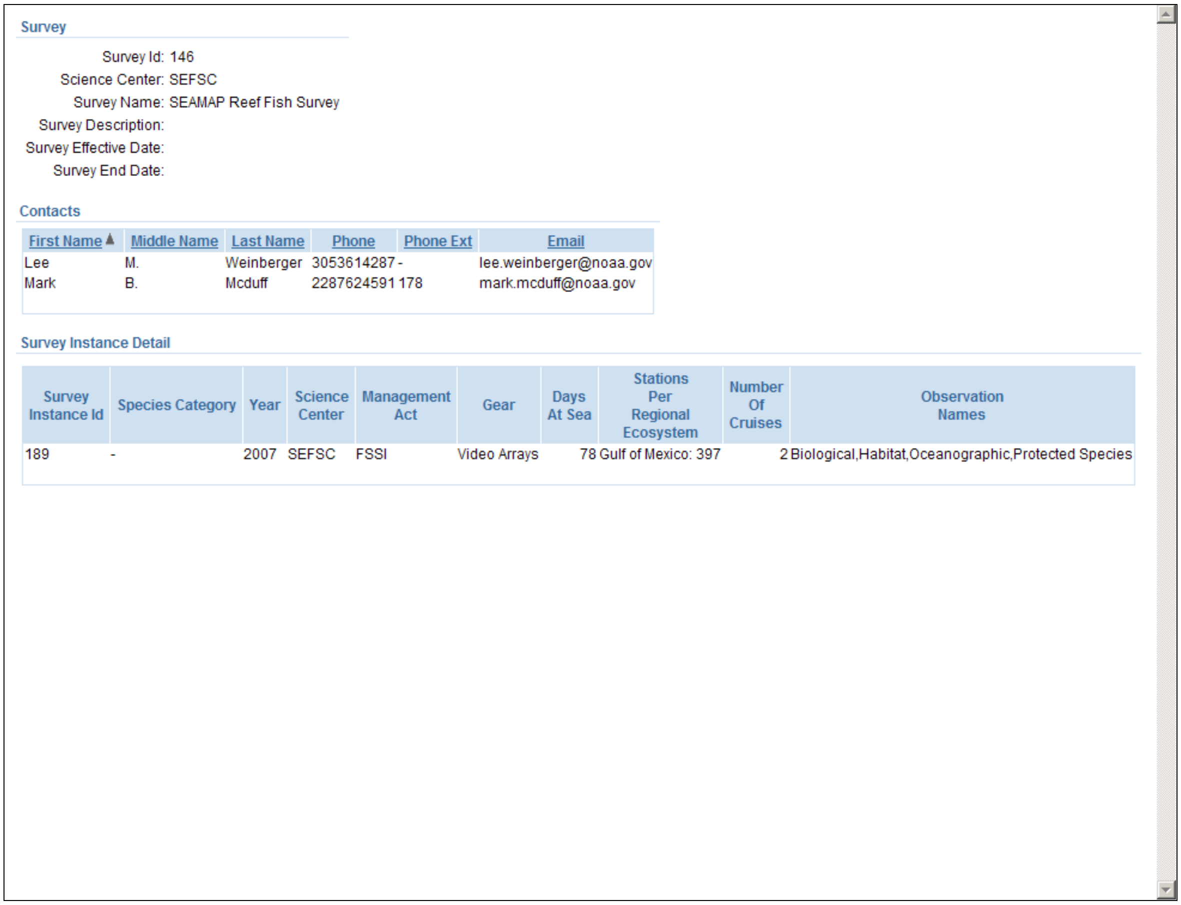


Figure 21 – Map: Display Attributes for Stations

Given a list of survey instances that meet your filter parameters, you have another program feature as follows. If you click on the survey name in the survey instance list, a summary of the survey's attributes will be displayed in a new window. Clicking on the survey name 'SEAMAP Reef Fish Survey' shown next to the map in Figure 21 will yield the summary information shown in Figure 22.



Survey

Survey Id: 146
Science Center: SEFSC
Survey Name: SEAMAP Reef Fish Survey
Survey Description:
Survey Effective Date:
Survey End Date:

Contacts

First Name	Middle Name	Last Name	Phone	Phone Ext	Email
Lee	M.	Weinberger	3053614287	-	lee.weinberger@noaa.gov
Mark	B.	Mcduff	2287624591	178	mark.mcduff@noaa.gov

Survey Instance Detail

Survey Instance Id	Species Category	Year	Science Center	Management Act	Gear	Days At Sea	Stations Per Regional Ecosystem	Number Of Cruises	Observation Names
189	-	2007	SEFSC	FSSI	Video Arrays	78	Gulf of Mexico: 397	2	Biological,Habitat,Oceanographic,Protected Species

Figure 22 - Map: Summary Information for Survey

In the above example, a Select Box was created to define an area of interest. Alternately, the Select All button could be used to return all survey instances that match your parameters. Follow the same steps as above: 1.) Turn on the stations for individual survey instances and 2.) Click on stations to show attributes. The resulting sample display is shown in Figure 23.

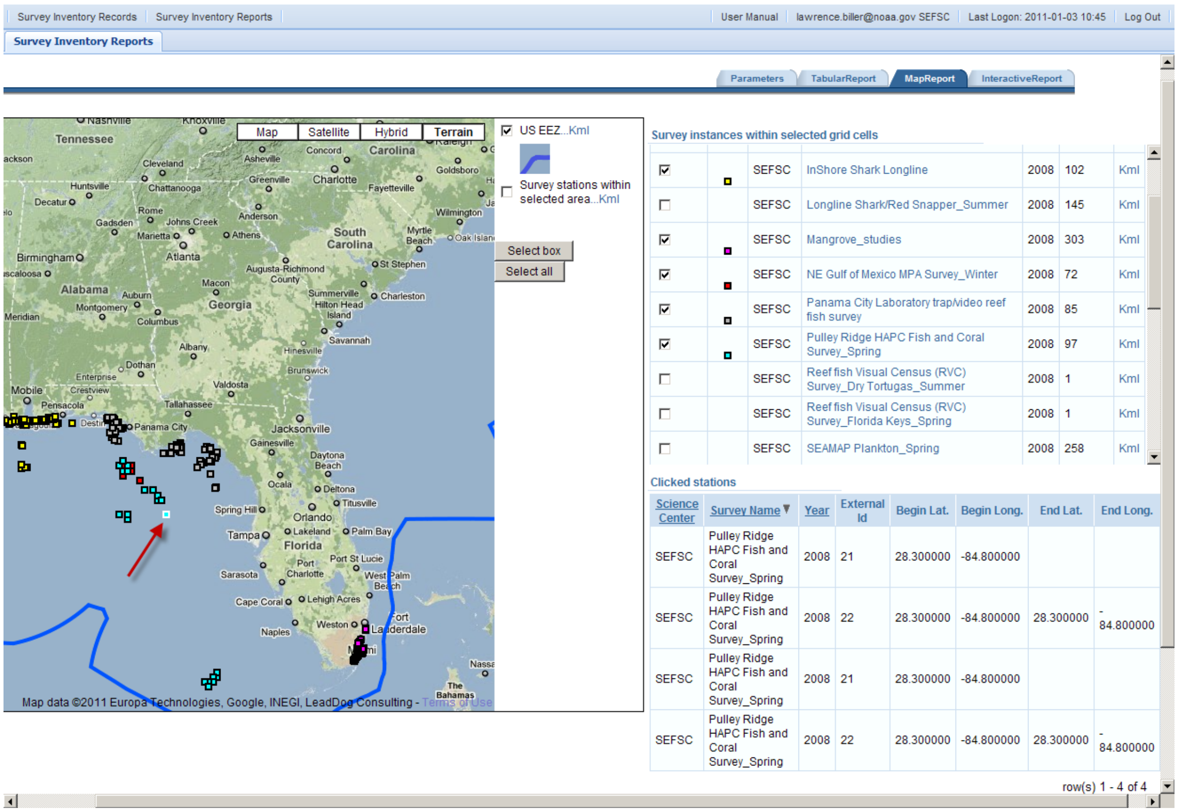


Figure 23 - Map: Show Station Attributes Example 2

6.3. Interactive Report

The FINSS-Survey Inventory application has additional capability to produce interactive reports. Select the 'Interactive Report' tab to bring up this feature. The tabular reports screen for Interactive Reports is shown in Figure 24.

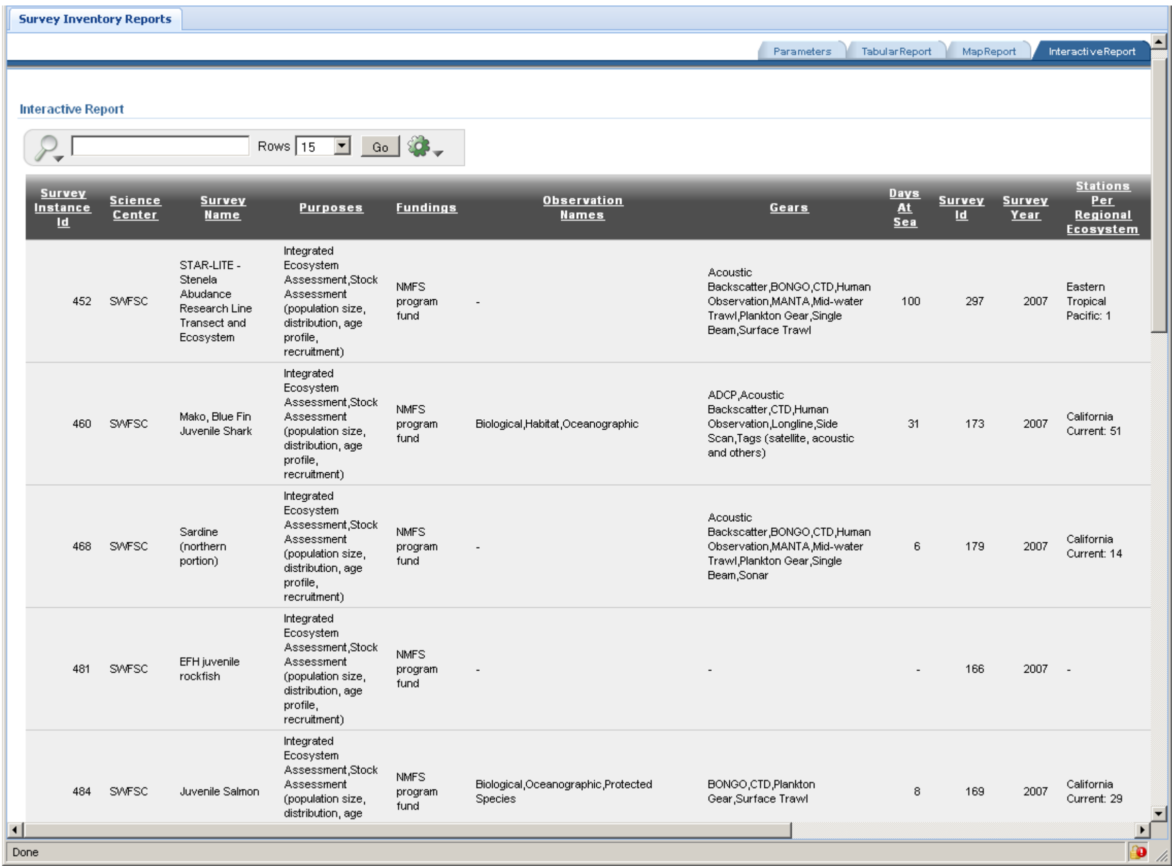


Figure 24 - Interactive Reports Screen

The Interactive Report feature allows the user to sort, filter, highlight, aggregate or chart results. The number of rows can be changed to alter the number of records displayed at a given time. Also, there is an option to select columns for the report.

To display a menu of interactive options, select the icon (cogwheel with down-arrow) at the top of the screen. The resulting drop-down menu of user options is illustrated in Figure 25.

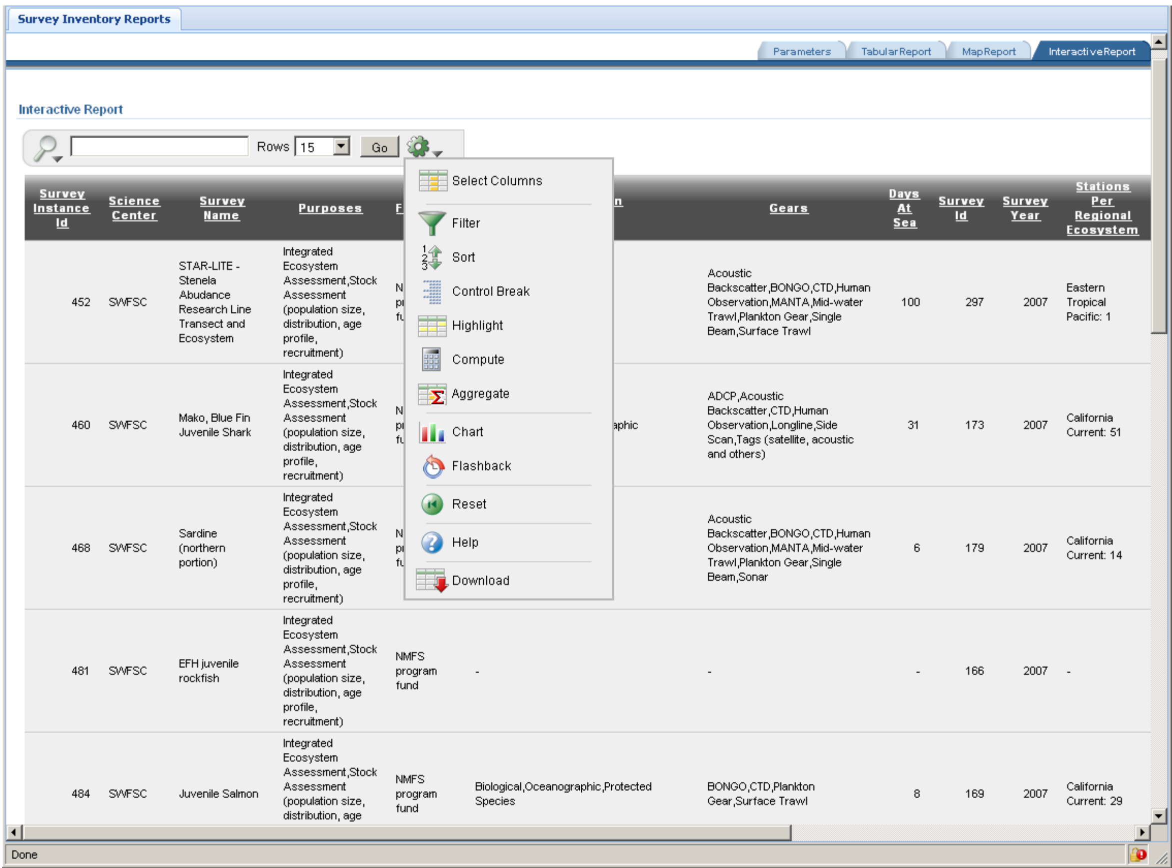


Figure 25 - Interactive Report Menu Options

As an illustration of one of the possible operations, a simple example is presented here showing the Filter option. In this case the list of survey instances is filtered for Survey Names containing 'rockfish'. The setup for this is illustrated in Figure 26. After the 'Apply' button is selected, the results shown in Figure 27 will be displayed.

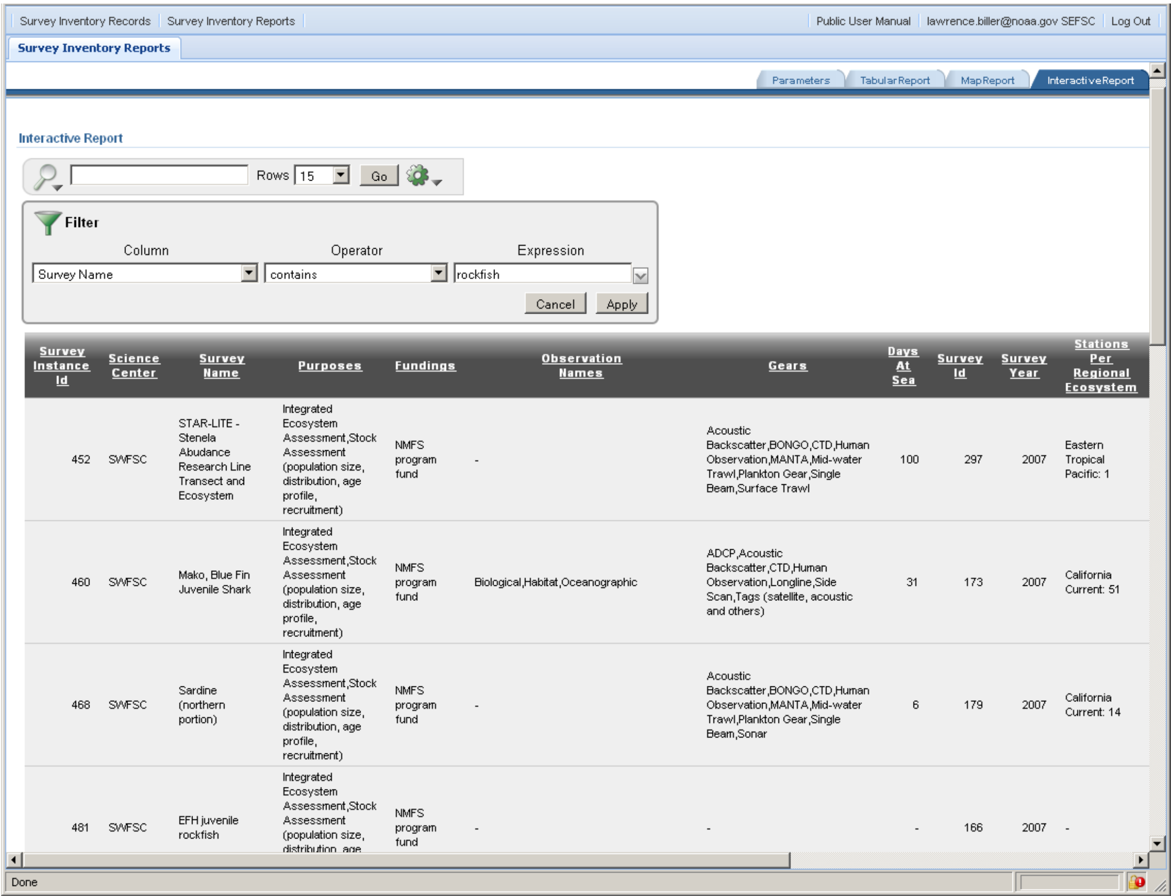
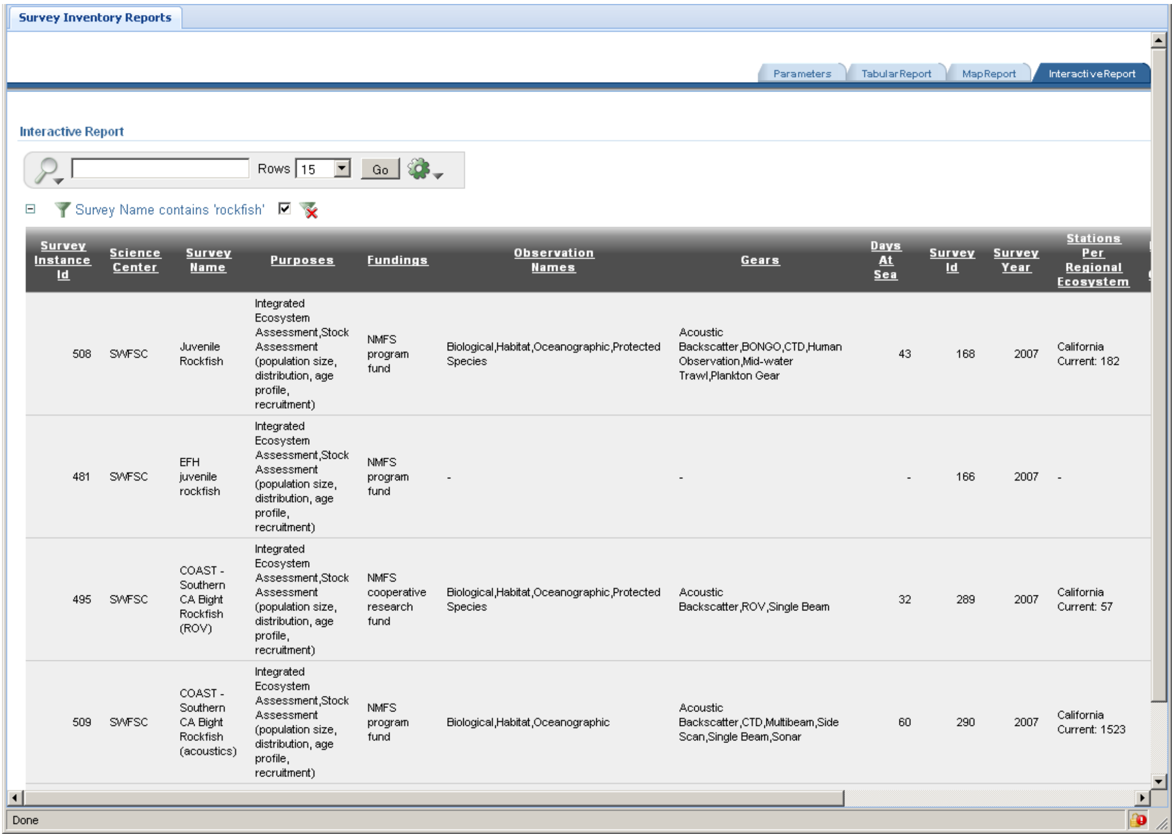


Figure 26 - Interactive Report Setup for Filter Operation



Survey Instance Id	Science Center	Survey Name	Purposes	Fundings	Observation Names	Gears	Days At Sea	Survey Id	Survey Year	Stations Per Regional Ecosystem
508	SWFSC	Juvenile Rockfish	Integrated Ecosystem Assessment,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund	Biological,Habitat,Oceanographic,Protected Species	Acoustic Backscatter,BONGO,CTD,Human Observation,Mid-water Trawl,Plankton Gear	43	168	2007	California Current: 182
481	SWFSC	EFH juvenile rockfish	Integrated Ecosystem Assessment,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund	-	-	-	166	2007	-
495	SWFSC	COAST - Southern CA Bight Rockfish (ROV)	Integrated Ecosystem Assessment,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS cooperative research fund	Biological,Habitat,Oceanographic,Protected Species	Acoustic Backscatter,ROV,Single Beam	32	289	2007	California Current: 57
509	SWFSC	COAST - Southern CA Bight Rockfish (acoustics)	Integrated Ecosystem Assessment,Stock Assessment (population size, distribution, age profile, recruitment)	NMFS program fund	Biological,Habitat,Oceanographic	Acoustic Backscatter,CTD,Multibeam,Side Scan,Single Beam,Sonar	60	290	2007	California Current: 1523

Figure 27 - Interactive Report Sample Filter Results

Another basic example for Interactive Report illustrates the Chart feature. In this example the number of days at sea is plotted for each survey instance in Figure 28.

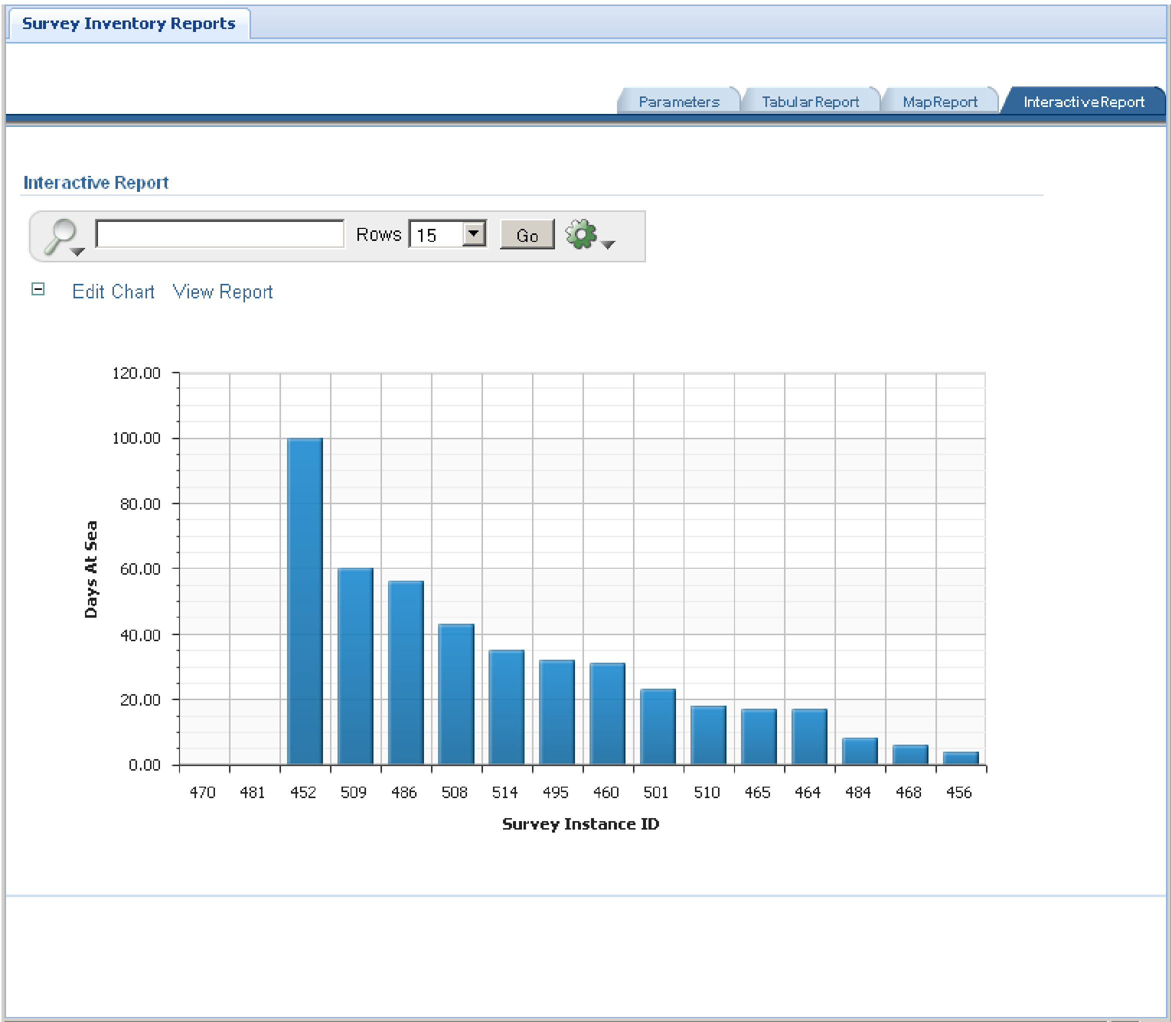


Figure 28 - Interactive Report Sample Chart

7. Create Records

Users with the appropriate access privileges can create new records in the Survey/Cruise/Station tabs. The Survey screen data must be created first. This is followed by supplying data for the Cruise(s) associated with the new survey entry. Finally, new Station data would be entered. Required fields are marked with a red asterisk

7.1. Adding a New Survey

To create a new Survey record:

- Click on the "Survey" tab
- If already on an existing record, save any changes by clicking on the "Save" button
- Click on the "New" button at the bottom of the screen
- Click "OK" on the confirmation pop-up (click "Cancel" only if on an existing record on which changes have not been saved)
- The "Science Center" should already be populated with the center designated by your login
- Select a "Survey Name" from the pull-down menu
- The "Lab/Division Facility" field should now be populated with the correct entry

---

User Note:

A survey is often performed over multiple years, where the same Lab or Facility is used each year for the "survey instance". If a lab selection does not exist in the pull-down menu, you will be prompted to contact the FINSS-SI administrator to set this up.

- Select the "Survey Year" from the pull-down menu
- Select "Funding Source" entries by: 1) picking the "Select" button in this row, 2) checking off the items in the menu that apply, and 3) picking the "Done" button. The Funding Source Menu is shown in Figure 29.

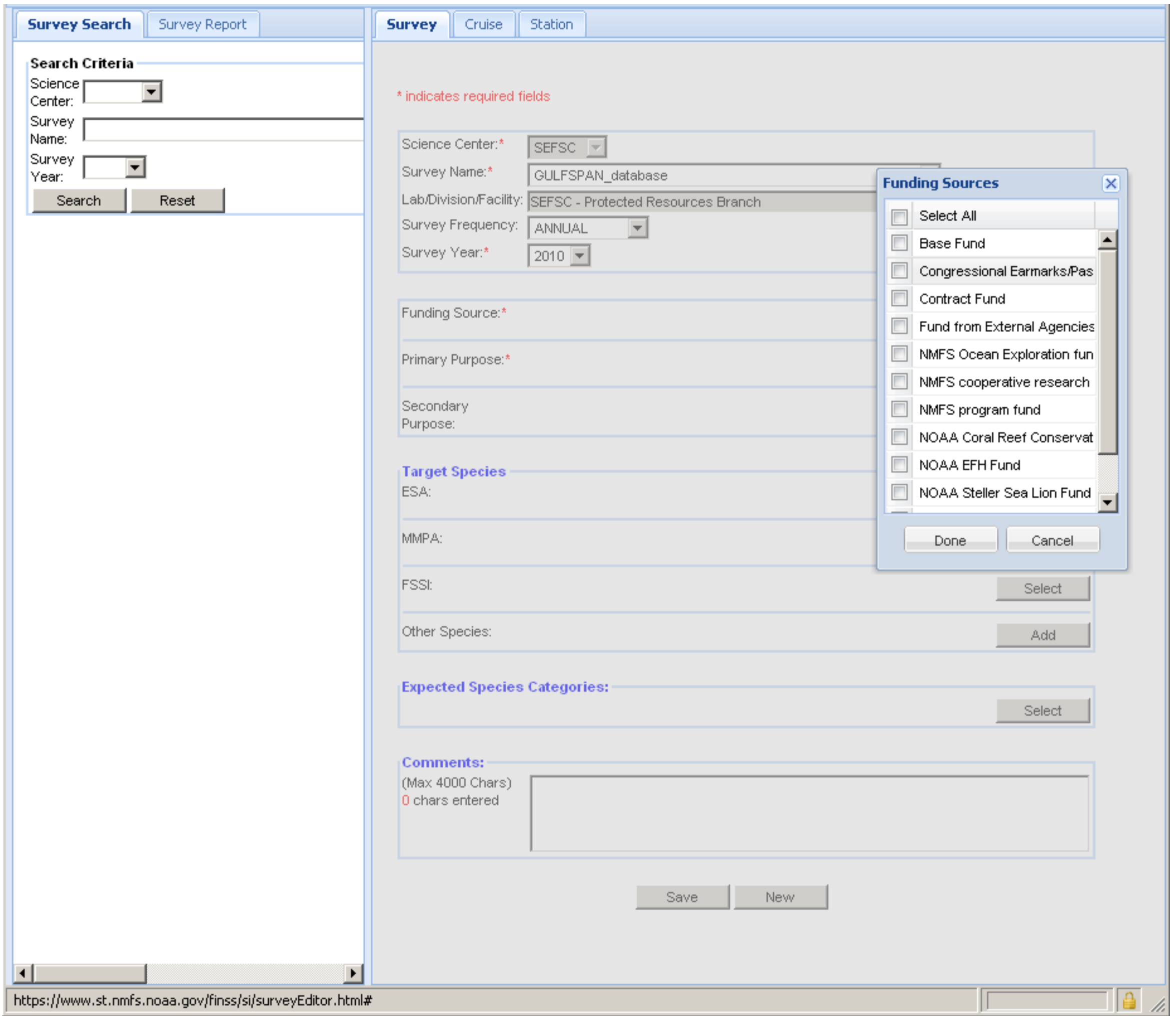


Figure 29 - Menu for Funding Sources

- Select "Primary Purpose" by picking the "Select" button and checking off the item(s) in the menu. The Survey Purpose menu for primary purpose is illustrated in Figure 30.
- If necessary select "Secondary Purpose" items from the menu.

User Note:

The primary purpose and secondary purpose are mutually exclusive. This is illustrated in Figure 31 for Secondary Purpose. Note that the menu selection excludes "Stock Assessment", which was picked for the primary purpose.

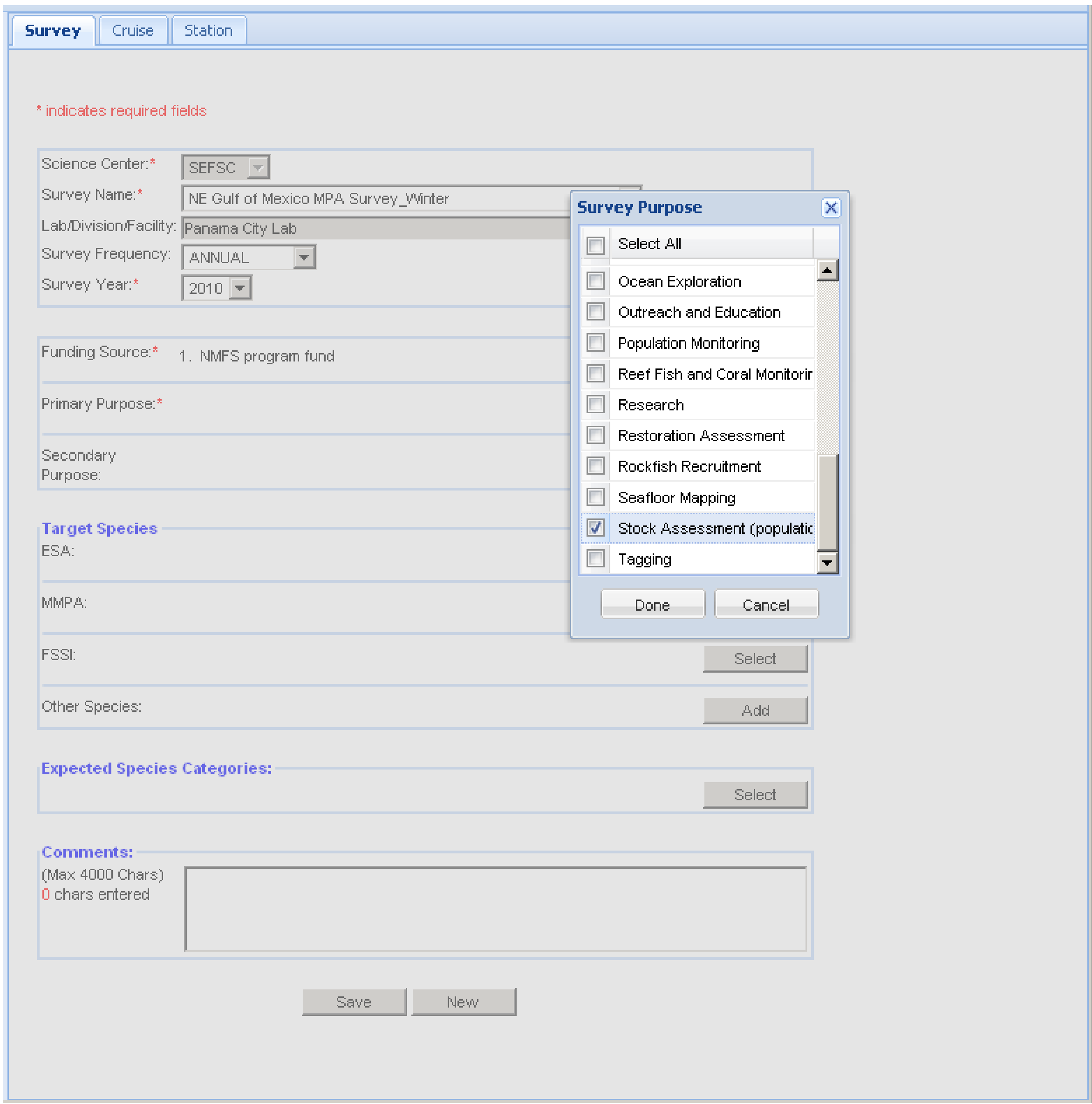


Figure 30 - Menu for Survey Primary Purpose

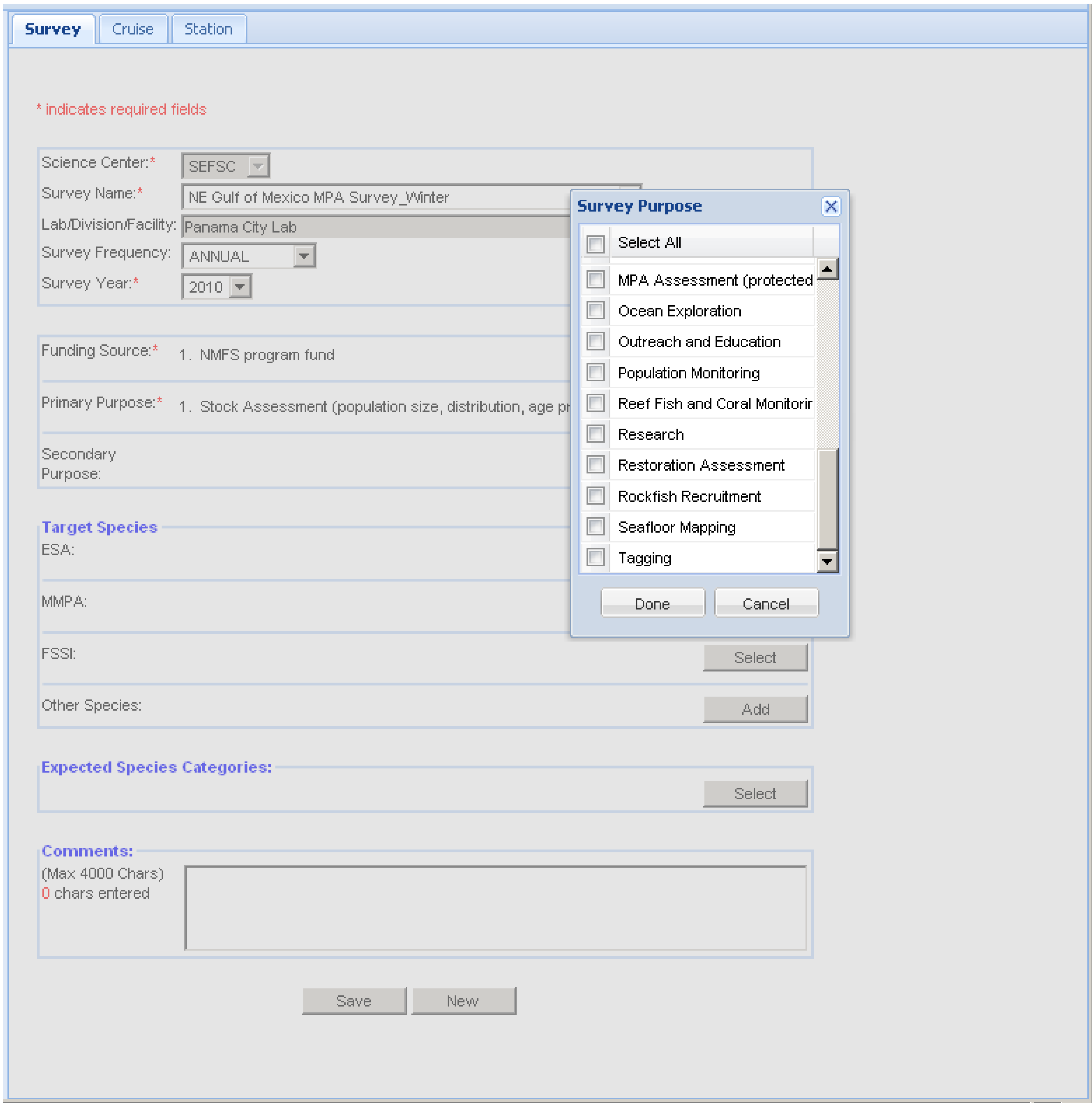


Figure 31 - Menu for Survey Secondary Purpose

- If needed select Target Species entries for:
  - ESA
  - MMPA
  - FSSI
- For "Other Species", you may add more species to the database. The form for adding a species is shown in Figure 32 and an example of the resulting new entry is illustrated in Figure 33.

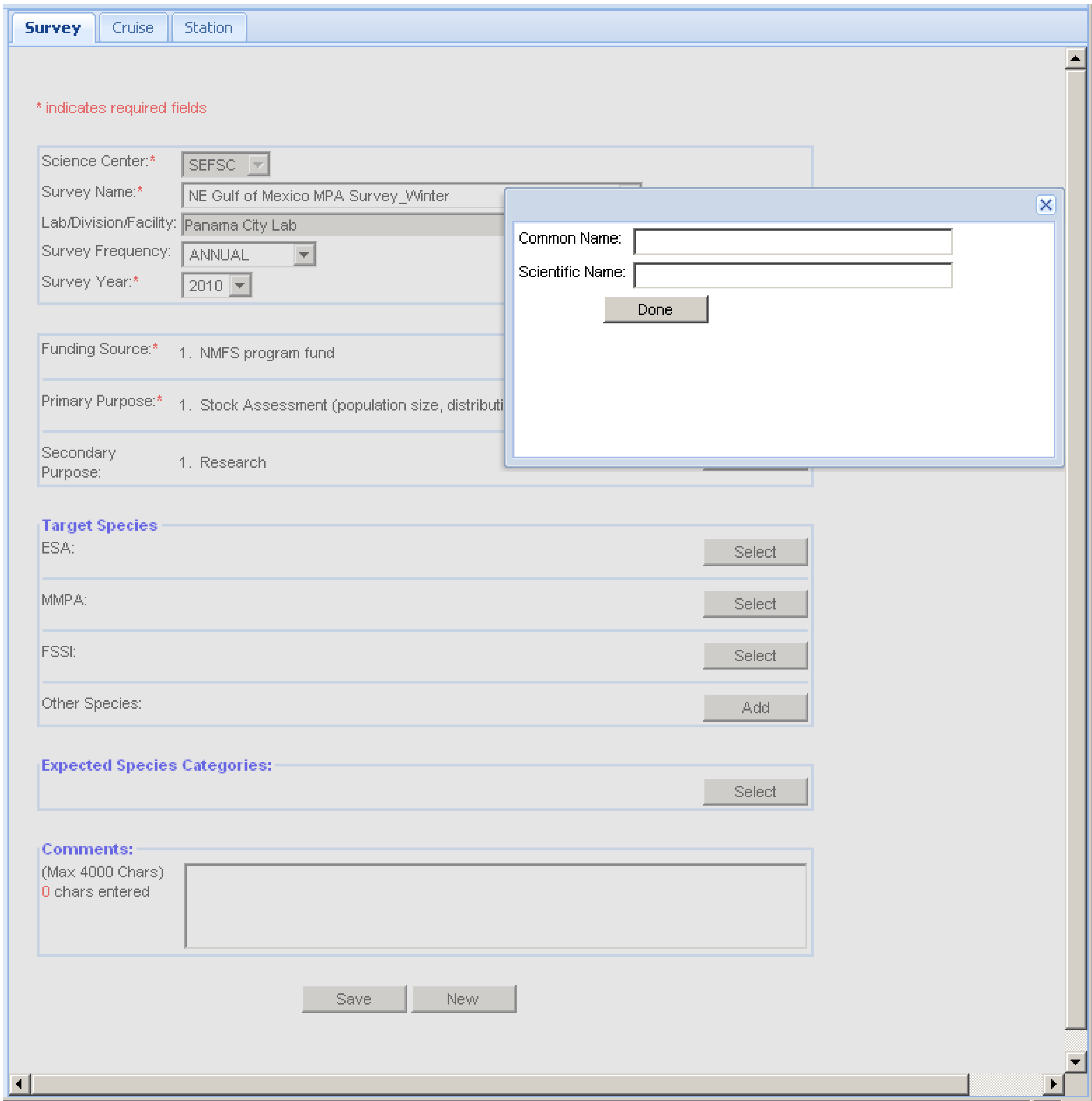


Figure 32 - Form for Adding a Species

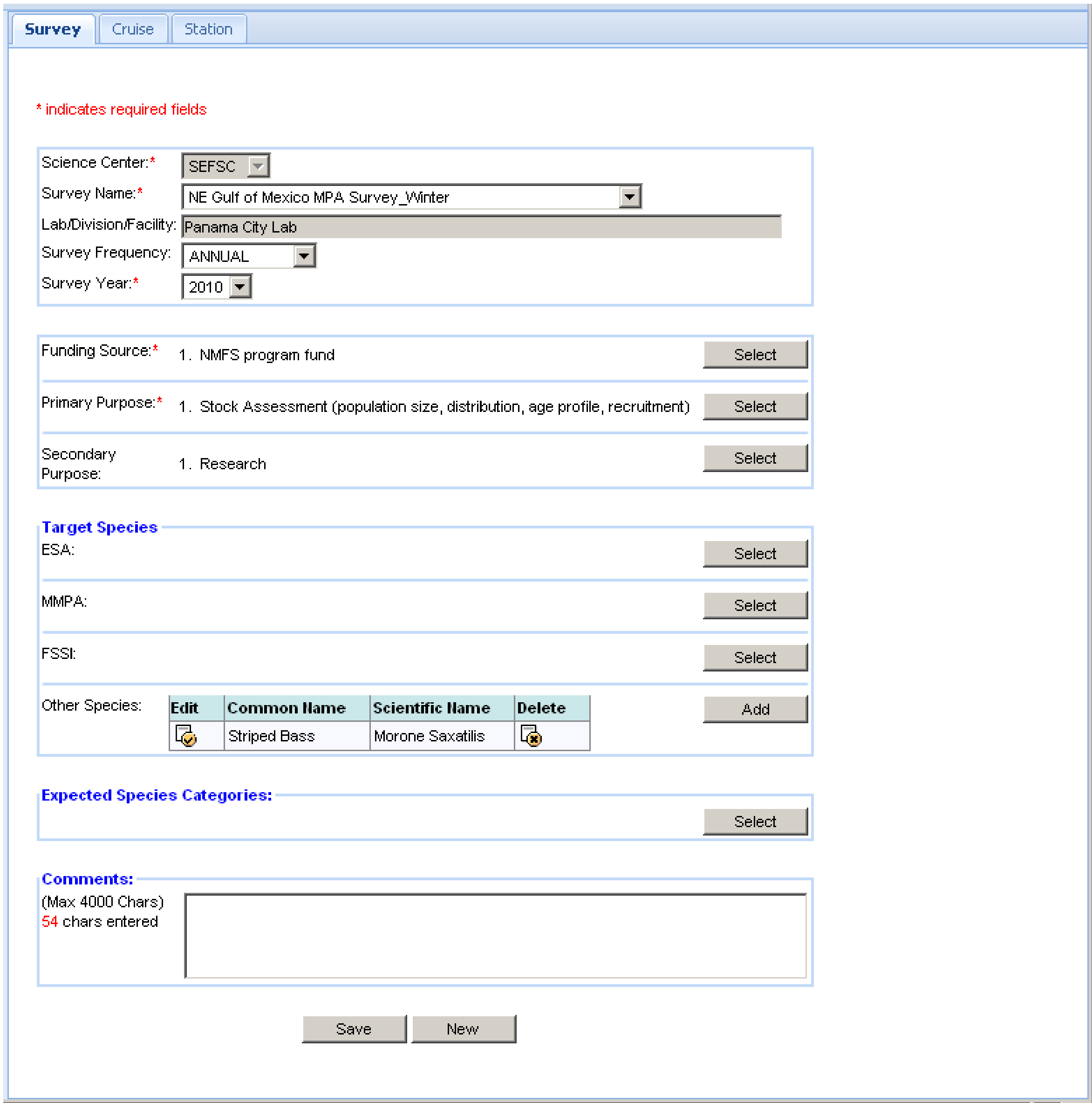


Figure 33 - Survey with Species Added

- If needed select Expected Species Categories (when Target Species are not supplied).
- If necessary fill in the Comment field. A sample comment has been entered here.
- Select the "Save" button after all the data have been entered.

The new completed Survey screen is illustrated in Figure 34.

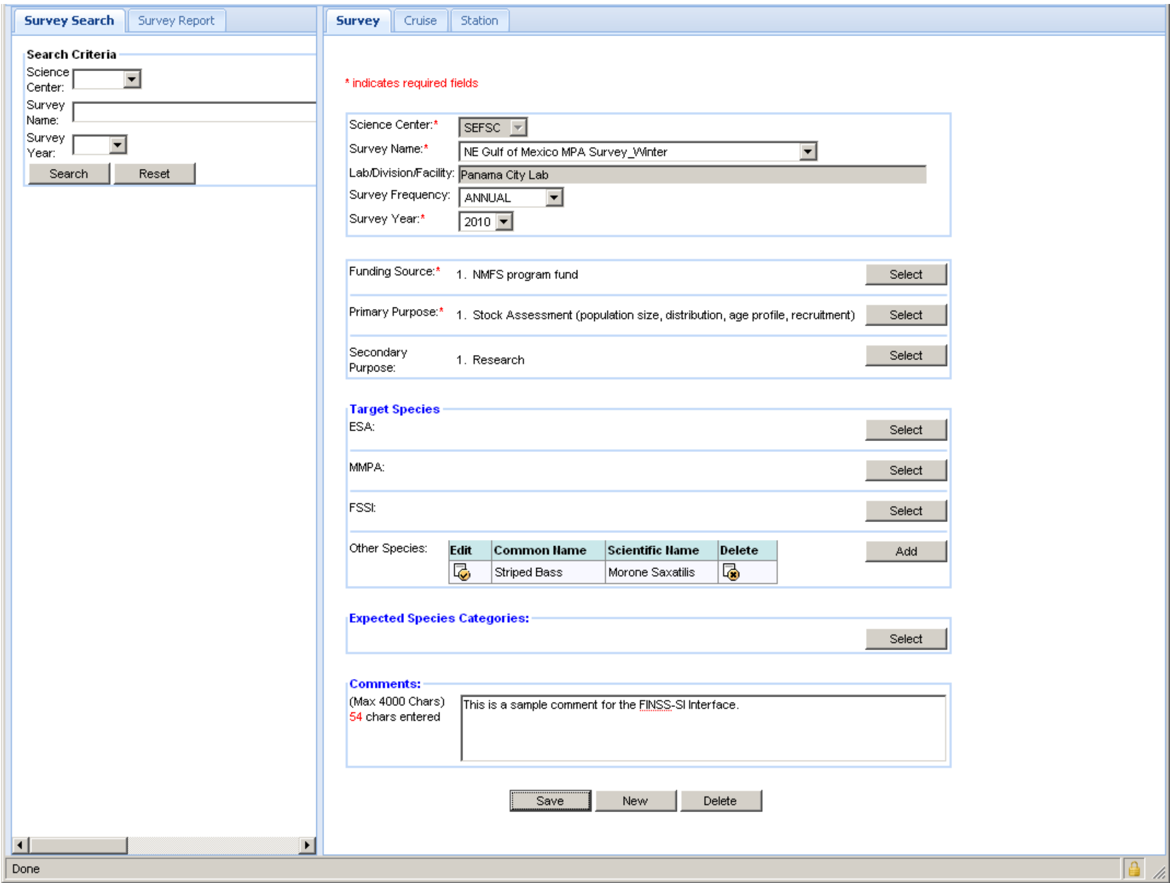


Figure 34 - Survey Form Completed for New Survey

7.2. Adding a New Cruise

To add a Cruise to a survey:

- Click on the "Cruise" tab
- If already on an existing record, save any changes by clicking on the "Save" button
- Click on the "New" button at the bottom of the screen
- Click "OK" on the confirmation pop-up (click "Cancel" only if on an existing record on which changes have not been saved)
- Enter the Cruise Number (mandatory) in the blank field
- Enter the Cruise Start Date. Enter date in format MM/DD/YYYY or use the date selection tool by clicking on the calendar icon ( ), then clicking on a date
- Enter the Cruise End Date. Enter date in format MM/DD/YYYY or use the date selection tool by clicking on the calendar icon ( ), then clicking on a date
- Enter Days at Sea.
- Select "Platform Type" from pull-down menu
- Select a Vessel from pull-down menu or add a new Vessel name in the blank field

---

User Note:

There are three general approaches for entering Platform and Vessel Information:

1. Choose a Platform Type first; then, select a Vessel from the menu (Figure 35).
2. Select a Platform Type only.
3. Select the Platform Type; then, add a new Vessel.

- If relevant add data for the following by picking the "Select" button for each and choosing the appropriate entries:
    - Regional Ecosystem
    - Gears
    - Oceanographic
    - Biological
    - Habitat
- Select the "Save" button after all the data have been entered

Multiple cruises can be created by repeating the above steps.

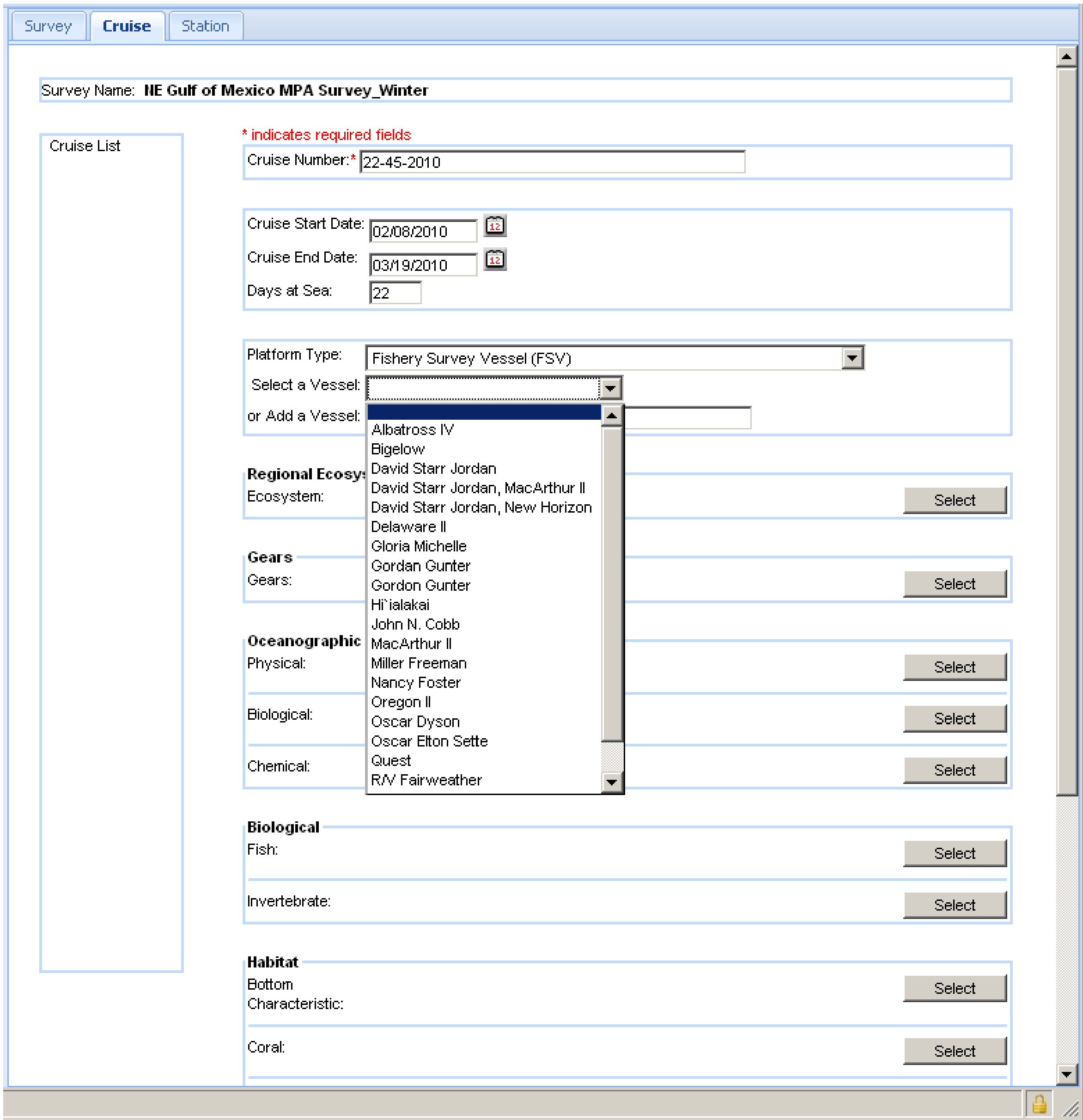


Figure 35 - Vessel Selection Menu

An example of the new screen for Cruise data is shown in Figure 36.

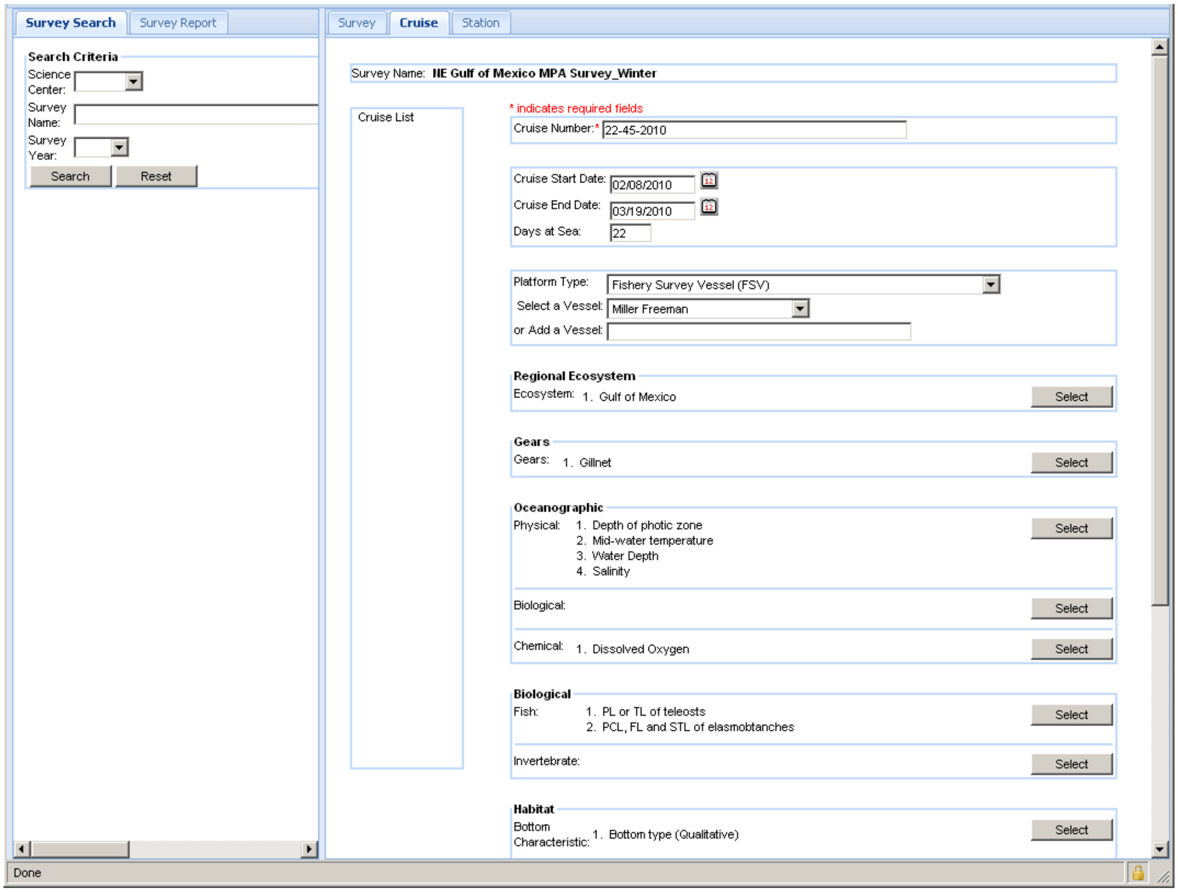


Figure 36 - Completed Form for New Entries under Cruise Tab

7.3. Adding Station Location Data

To add Station data for a new cruise:

- Click on the “Station” tab
- Click on “Template to prepare Station Location Data” link
- Open the “finss_survey_location_template.xls” file
- Fill each row in the Excel spreadsheet template with:
    - Station ID
    - Location Type (Point or Track-Line)
    - Begin Latitude
    - Begin Longitude
    - End Latitude (not required for Point)
    - End Longitude (not required for Point)
- Copy and Paste the template location data and column headers into the empty box on the Station screen.

User Notes:

When entering the Latitude and Longitude for a location, user should follow the following instructions:

Latitude: latitudes north of the equator are positive values; latitudes south of the equator are negative. Most U.S. observations will have positive latitudes.

Longitude: longitudes west of Greenwich, England (0° longitude) are negative values. Most U.S. observations will have negative longitudes, with the exception of Alaska and Pacific Islands observations where longitudes west of the 180° line will actually be positive values.

For Point location type: it is still necessary to copy & paste the blank columns for End Latitude and End Longitude.

An example of the survey location template with Point location type is shown in Figure 37.

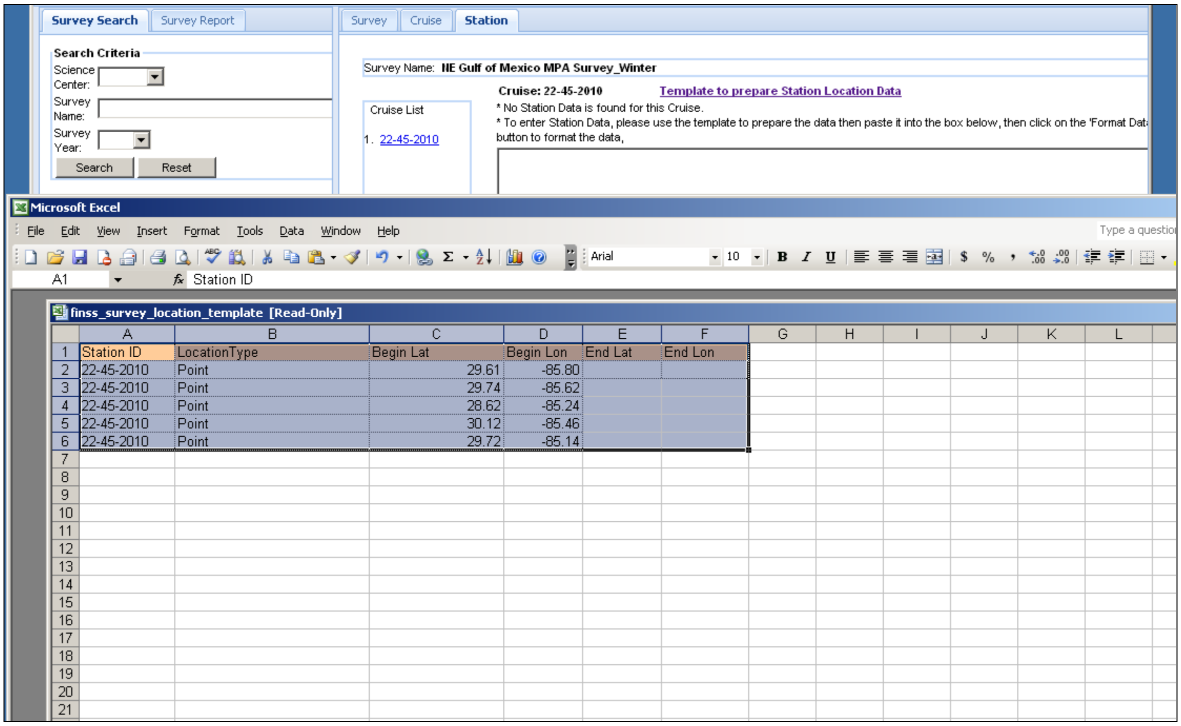


Figure 37 - Sample Template with Location Data

- Select the "Format Data" button. The resulting formatted data is shown in table form as illustrated in Figure 38.

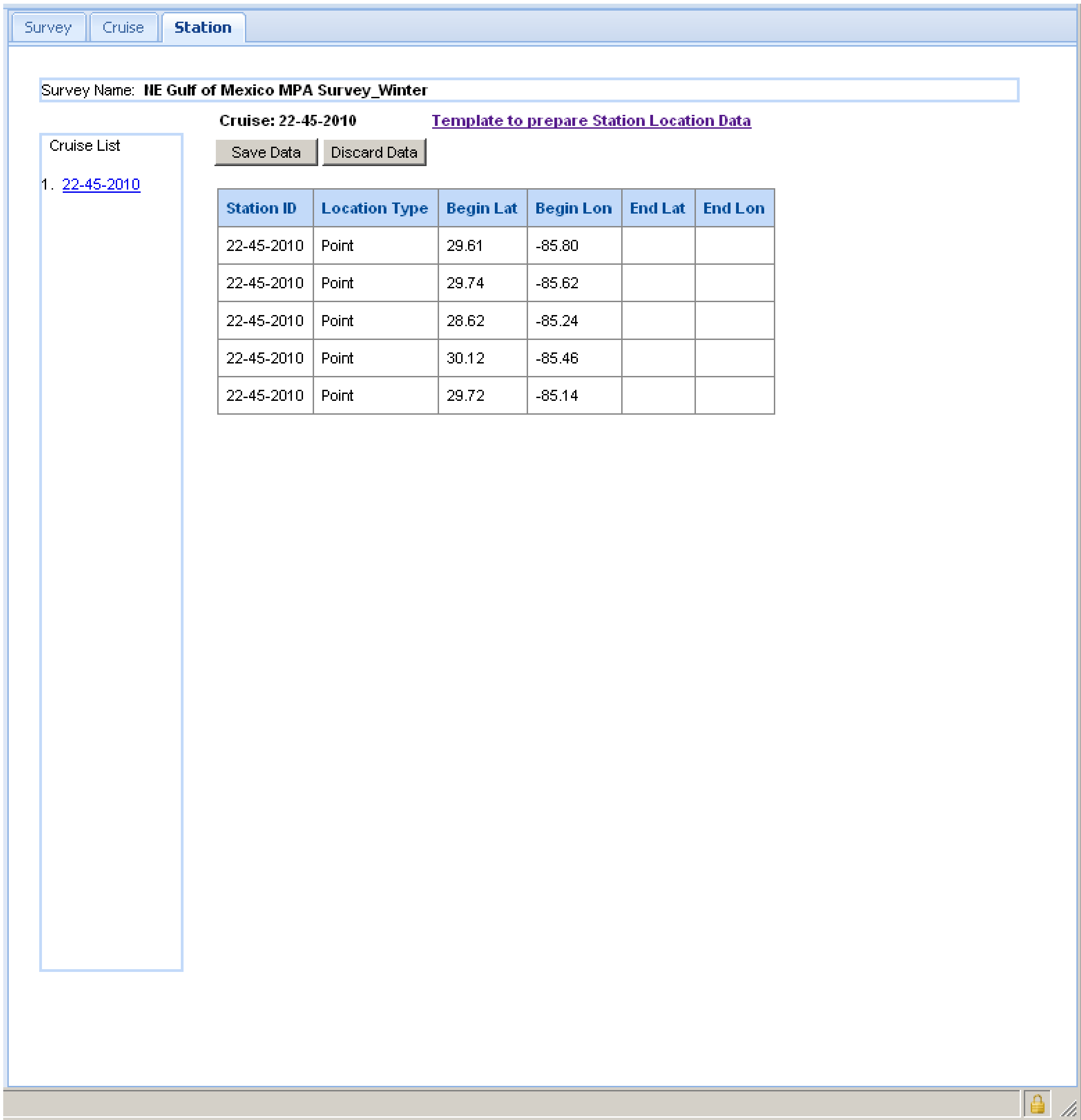


Figure 38 - Station Location Data after Format Operation

- If the resulting formatted data does not look correct, select the "Discard Data" button to reset the field. In this case, adjust the data in the spreadsheet and re-paste into the input box on screen.
- Assuming that the data looks good, select "Save Data" button to save the data results.

8. Clone Records

Users that wish to create new records have the option to 'clone' (i.e., copy) existing records and then modify these records. The whole idea is to save time and effort by cloning most of the data from these existing records (often from the previous year).

The normal sequence would be to:
1. First, clone an existing Survey (possibly from the previous year).
2. Then, clone a cruise from an existing Cruise.

The steps for cloning survey and cruise records are discussed in the following sections.

8.1. Clone Survey

To clone a Survey record:

- Click on the "Survey" tab.
- Click on the "Clone" button at the bottom of the screen (see Figure 39).
- Click "OK" on the confirmation pop-up ("Are you sure you want to create a New record based on the current record?"). This pop-up menu is also illustrated in Figure 39.
- Modify the parameter for the intended survey year, survey name, and survey frequency (if necessary). In this example, the date has been changed to 2010 (see Figure 40).
- Select the "Save" button at the bottom of the page. A popup message (illustrated in Figure 40) will be displayed stating that the "Record is saved!"
- To observe the new cloned survey record, perform a search. In this example, you would search on SEFSC and 2010. This also sets up the initial screen for cloning cruises described in the following section.

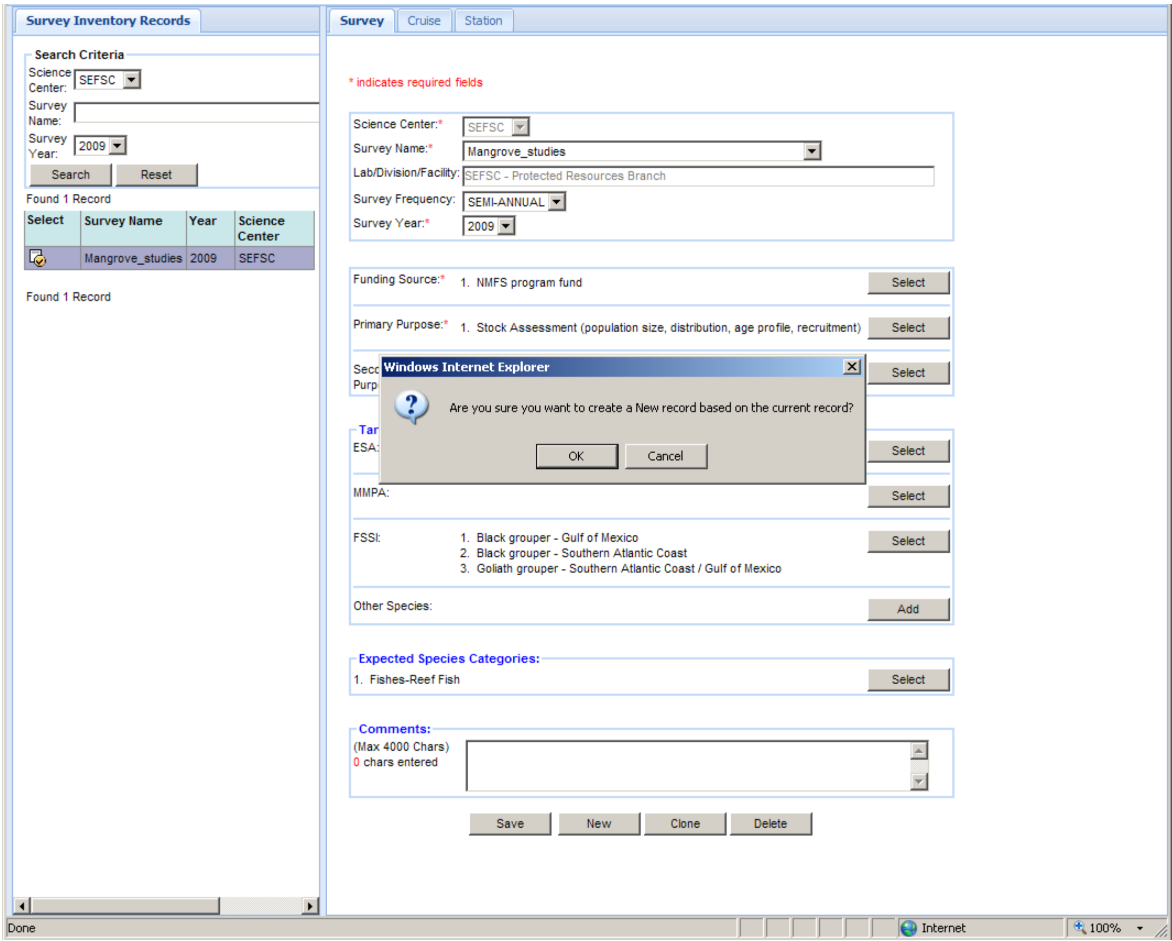


Figure 39 - Clone Survey Prompt

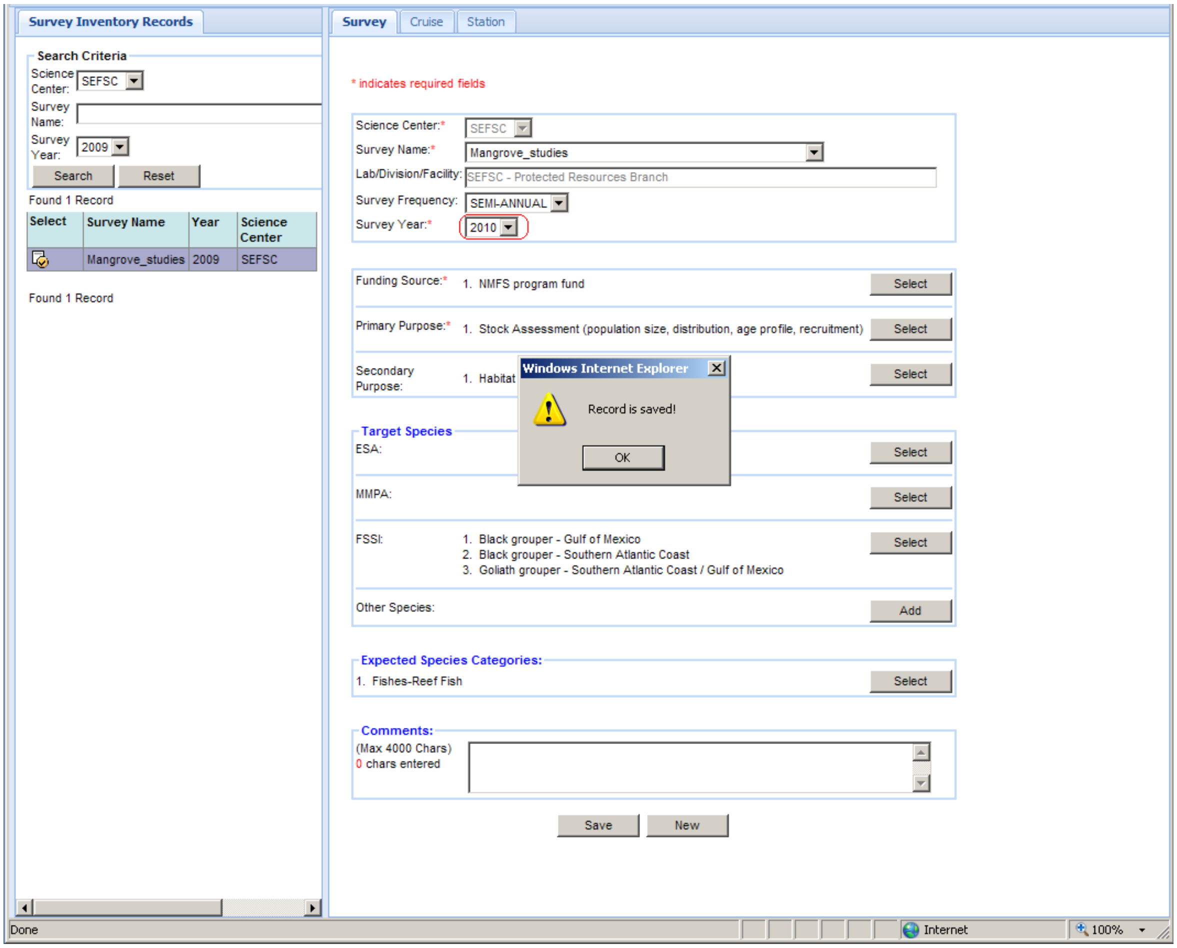


Figure 40 – Clone Survey Results

8.2. Clone Cruise

To clone a Cruise for an existing survey:

- After locating the desired survey, click on the "Cruise" tab
- Click on the button entitled "Get Prior Year's Cruises" (found within the Cruise List panel). A list of Cruises from previous years will be listed under this button (See Figure 41). In this example, cruises 2009W and 2009D were displayed.
- Click on one of the cruises listed in this panel. You may choose from either the list of current cruises (e.g., 2010D) or from the list of prior cruises. After selecting a cruise to clone, data will populate the Cruise form (See Figure 41).

User Note:

You have the option to select from cruises for previous years listed under the "Get Prior Year's Cruises" button. Alternately, you may select from cruises listed above the button for the current year.

- Click on the "Clone" button at the bottom of the screen.
- Click "OK" on the confirmation pop-up.
- Enter the new Cruise Number (mandatory) in the blank field (See Figure 42).
- Enter the Cruise Start Date. Enter date in format MM/DD/YYYY or use the date selection tool by clicking on the calendar icon ( ), then clicking on a date.
- Enter the Cruise End Date. Enter date in format MM/DD/YYYY or use the date selection tool by clicking on the calendar icon ( ), then clicking on a date.
- Enter Days at Sea. If this is left blank, a value will be automatically calculated. The blank entry fields for the new cloned cruise are shown in Figure 42.
- Click on the "Save" button at the bottom of the screen. A popup message will be displayed stating that the record has been saved. The results of the clone cruise operation are illustrated in Figure 43.

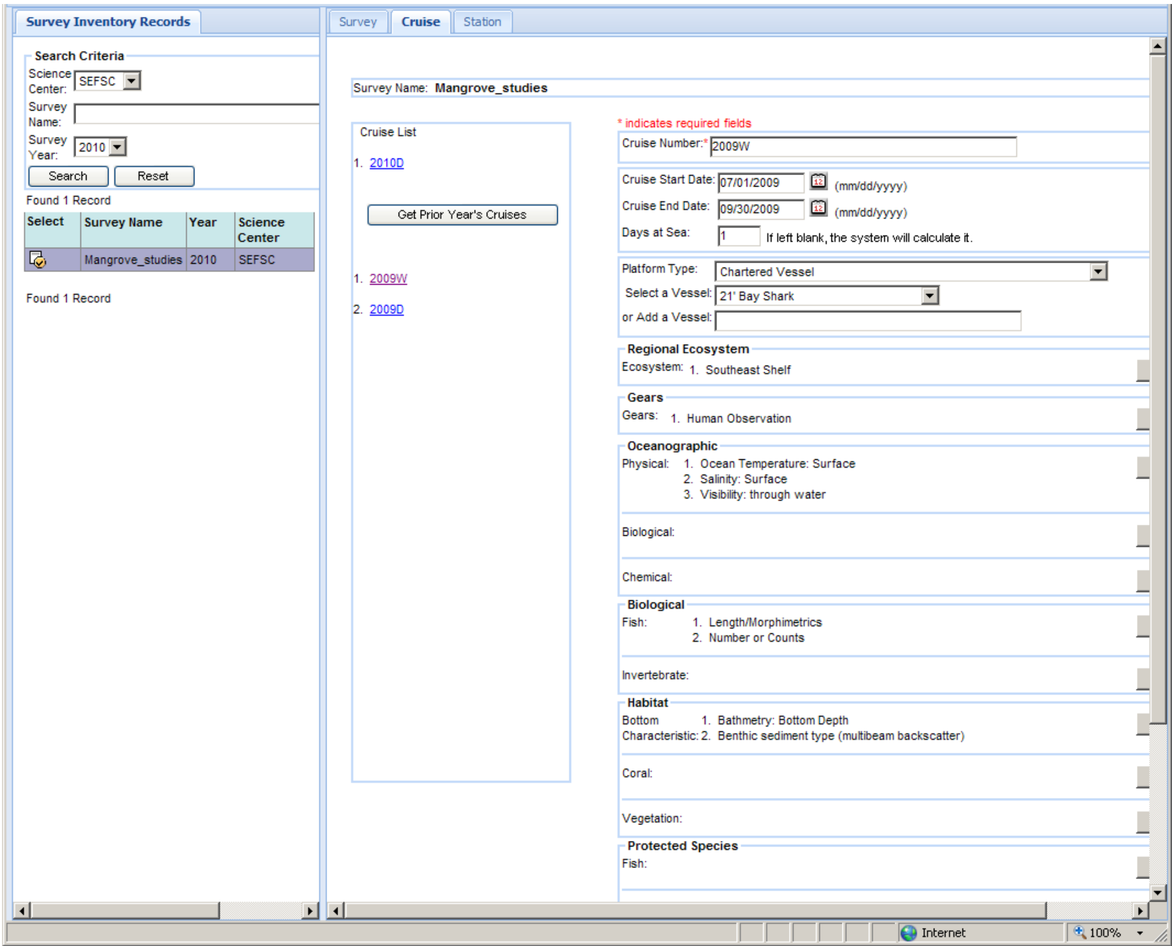


Figure 41 – Setup Steps for Clone Cruise

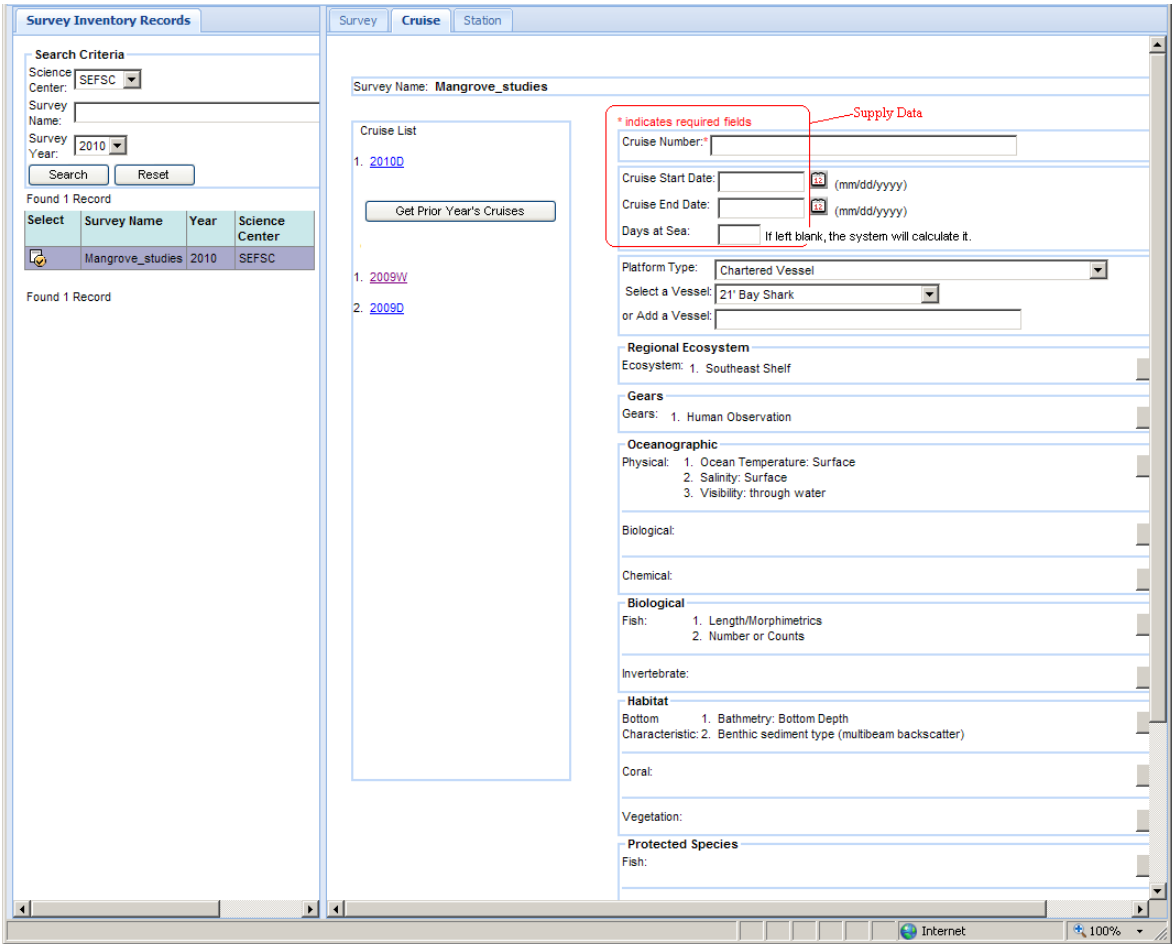


Figure 42 – Data Entry for Clone Cruise

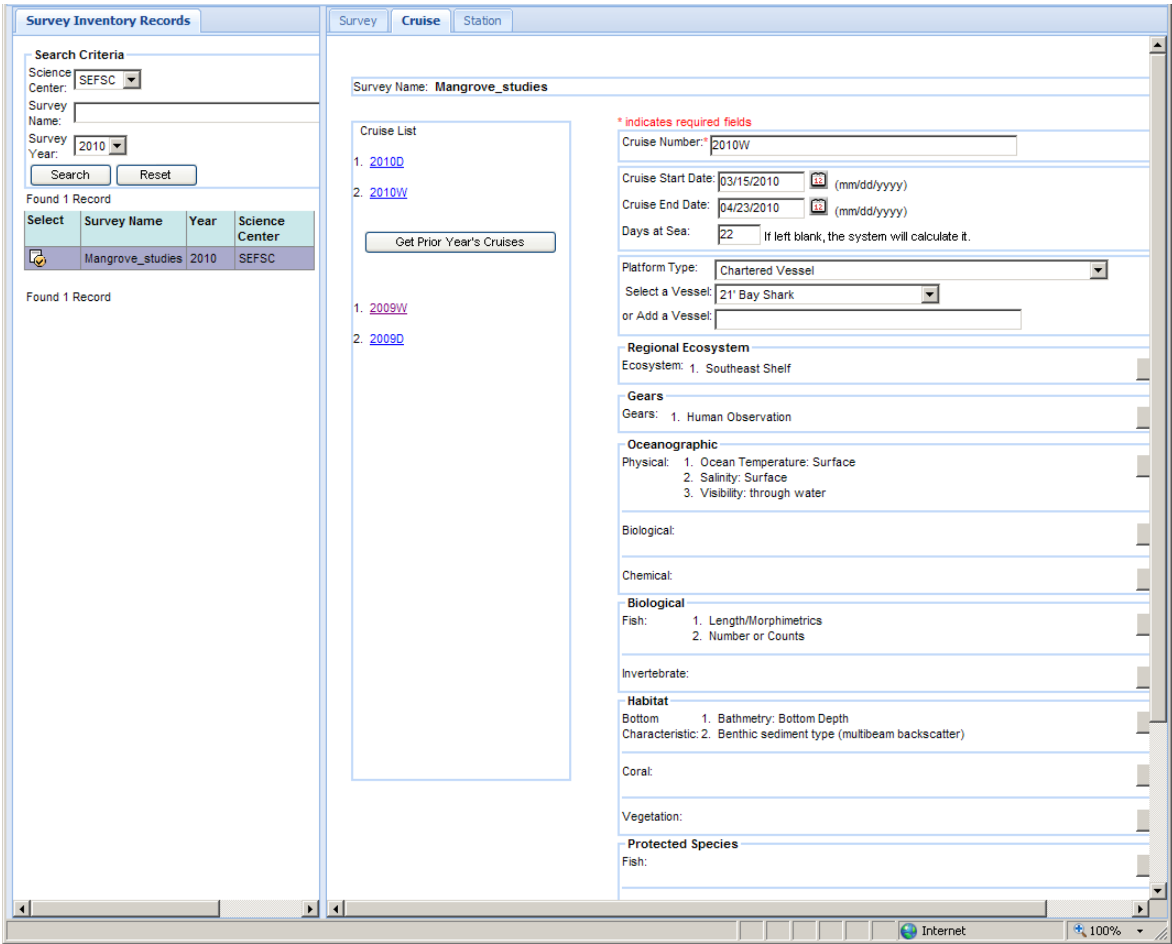


Figure 43 – Results of Clone Cruise

9. Modify Records

Users with the appropriate access privileges can modify existing records. The required fields are marked with a red asterisk

To modify existing records, follow the steps listed below

- Perform a search.
- Select a record from the search results by clicking the edit icon ( ) in the first column.
- Modify the selected record in the "Survey" tab, "Cruise" tab, or "Station" tab in the frame to the right.
- Click on the "Save" button to save changes. A "Record is saved" message will be displayed at completion.

User Note:

To modify Station Location Data, the user needs to Delete the old data first and then Cut & Paste replacement data from the spreadsheet template.

10. Delete Records

Users with the appropriate access privileges can delete existing records.

To delete existing records, follow the steps listed below

- Perform a search
- Select a record from the search results by clicking the edit icon () in the first column
- View the selected record in the "Survey" tab, "Cruise" tab, or "Station" tab in the frame to the right
- Click on the "Delete" button
- Click "OK" on the confirmation pop-up

User Notes:

Only click "OK" if you are sure you have the correct record selected and want to delete the record – this action cannot be undone. If you are not sure, click "Cancel".

In order to protect the data and minimize human error, records can only be deleted from "bottom up" – i.e. you must first delete from station level, then from cruise level and finally from the survey instance level.
